

# ForsythTech

*student academic planner*

2010-2011



The First Fifty **YEARS**  
A Legacy of Learning



# our history

For 50 years, Forsyth Technical Community College has had one goal: to provide quality education and training for the citizens of North Carolina.

The College opened in the fall of 1960 as the Winston-Salem/Forsyth County Industrial Education Center. Automotive mechanics, machine shop, electronics and practical nursing were among the first course offerings.

## Naming of the College

|      |                                                          |
|------|----------------------------------------------------------|
| 1960 | Winston-Salem/Forsyth County Industrial Education Center |
| 1964 | Forsyth Technical Institute                              |
| 1985 | Forsyth Technical College                                |
| 1987 | Forsyth Technical Community College                      |

In 1963 the North Carolina Department of Community Colleges was established and, with that, the Winston-Salem/Forsyth County Industrial Education Center passed to the new community college system. In 1964 came a new name, Forsyth Technical Institute, and the school's commitment to the community grew with the addition of the General Adult

Enrichment Courses in 1964 - 65. Adult Basic Education began at the Institute in the summer of 1965.

The 1970s brought more change and expansion for Forsyth Technical Institute. The allied health program was created in the fall and winter of 1971 - 72, offering courses in three areas: Nuclear Medicine, Radiological Technology and Respiratory Therapy. The Criminal Justice program was added in 1971. And in the fall of 1972, an Associate Degree Nursing program was added. In 1974 the College Foundation was created to work with alumni to raise funds for buildings, programs and scholarships.

In the 1980s, expansion led to the acquisition of the Dalton Junior High School site, which became the Institute's West Campus site in Winston-Salem, and ground was broken for a technology building, Hauser Hall, on the Main Campus site. The first of two more name changes came in 1985, with the school becoming Forsyth Technical College. Then, in

1987, it acquired its current name, Forsyth Technical Community College. In 1989, the College Transfer Program began, which allowed the College to serve an even wider portion of the community.

The 1990s saw the College add Bob Greene Hall (1991) with classrooms and laboratories, and the addition of the Allman Center (1992) with classrooms and administrative space. The Continuing Education Division added two training sites in downtown Winston-Salem to better serve the business and industry sectors. In 1998 two new off-campus centers were added: the Mazie S. Woodruff Center in northeast Winston-Salem and the Grady P. Swisher Center in Kernersville.

In January of 2006, a new, five-story, 85,000 square foot technology building opened on the College's Main Campus. It houses the Thomas H. Davis /TEC Center, the bookstore, student activities, classrooms/labs, training rooms and faculty and staff offices. This allowed Forsyth Tech to provide a broad spectrum of technology training, utilizing both traditional classroom and online courses.

In 2008, the school opened a third off-campus building, the Northwest Forsyth Center in King. This building houses specialized training facilities for the Criminal Justice, Fire Protection and Emergency Medical Science programs. In addition, it offers the citizens of northwest Forsyth and Stokes counties a more accessible venue for curriculum and continuing education courses. Another construction project on Main Campus added 20,000 square feet to Greene Hall in 2009.

Future plans include The Forsyth Tech Center for Emerging Technologies, a multi-function facility to provide training in Biotechnology, Nanotechnology, Digital Design and other high tech areas; a new Transportation Center that will house the College's Transportation Technologies programs; and converting the current Career Center into an additional 300,000 square feet of classroom and lab space for the College.

## ON OUR FRONT

**COVER:** The 50 photographs on our cover were chosen to celebrate 50 years of Forsyth Tech history - the achievements, the changes, the milestones and, of course, the students.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

# welcome

We are delighted that you have chosen to continue your education at Forsyth Tech. It is a privilege to serve you as you go about fulfilling your dreams for the future. In order to implement our mission, Forsyth Tech employees are guided by the following core values:

- > We hold high expectations of our students and are ceaselessly committed to helping them meet those expectations.
- > We are a learning organization that supports formal and informal learning opportunities for both ourselves and our students.
- > We recognize the impact of ongoing technological change on lives and learning and embrace this change in our college community.
- > We are committed to being a collaborative partner in making our community a better place to live.
- > We value a work environment characterized by mutual respect, and demand of ourselves the highest competence, trust, and integrity.
- > We respect diversity in the college community – diversity of age, gender, race, ethnicity, religion and sexual orientation – and recognize that diversity includes varied learning styles, cultural and economic differences.

Furthermore, the college is committed to the principle of equal opportunity. It is an Affirmative Action, Equal Opportunity, ADA, Section 504 institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or political affiliation with regard to its students, employees or applicants for admission or employment.

## sgc welcome



Welcome students!

The 2010-2011 school year at Forsyth Tech will be a year of strength and power for students, faculty and staff alike. We have been destined to work together toward a common goal: education. Forsyth Tech is a place where students can achieve not only academically but can also come together and build

relationships through activities and events. Therefore, I encourage you to use the resources on campus to get the most out of your college experience. I am looking forward to seeing you around campus. My office is in the Student Activities Center (Room 124, Technology Building) and my door is always open to you.

Sincerely,

*Marysue Antonucci*

President, Student Government Council

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### Disclaimer Statement

Substantial effort has been made to ensure the accuracy of this information. Forsyth Tech cannot and does not guarantee the correctness of all the information, nor the complete absence of errors and/or omissions.

# JULY

2010

## Summer Term 2010

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
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| 31 |    |    |    |    |    |    |

### June

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### July

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| Monday                                           | Tuesday                                        | Wednesday                                                                    |
|--------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------|
|                                                  |                                                |                                                                              |
| 5                                                | 6                                              | 7                                                                            |
| Independence Day Holiday > College Closed        |                                                |                                                                              |
| 12                                               | 13                                             | 14                                                                           |
| Self-Directed Search Workshop > ALL 167 > 4 p.m. |                                                |                                                                              |
| 19                                               | 20                                             | 21                                                                           |
| Fall Early Registration Payment Deadline > Noon  |                                                | Walk-In Registration for Fall Semester ><br>8 a.m. - 7 p.m.                  |
| 26                                               | 27                                             | 28                                                                           |
| Self-Directed Search Workshop > ALL 167 > 4 p.m. | Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m. | Last Day of Summer Classes<br>Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m. |

### COLOR KEY

COLOR AREA OF COLLEGE

Black .....Holidays/General Information

Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male  
Mentoring/Shugart Women's Center

Red.....Student Activities

Notes \_\_\_\_\_

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| Thursday | Friday | Saturday | Sunday |
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| 22       | 23     | 24       | 25     |
| 29       | 30     | 31       |        |

gugart Women's Center Clothes Distribution >  
HAU 206 > 9 a.m. - 1 p.m.

lk-In Registration for Fall Semester >  
8 a.m. - 7 p.m.

asses > Faculty Work Day

No Classes > Faculty Work Day

| TERM KEY  |               | ARD..... Ardmore Hall                         | MMMP... Male Minority Mentoring Program                  | SGC ..... Student Government Council |
|-----------|---------------|-----------------------------------------------|----------------------------------------------------------|--------------------------------------|
| TERM      | EXPLANATION   | BLET..... Basic Law Enforcement Training      | MWC..... Mazie Woodruff Center (Northwest Winston-Salem) | TEC..... Technology Building         |
| ALL.....  | Allman Center | GSC ..... Grady Swisher Center (Kernersville) | NWFC..... Northwest Forsyth Center (King)                |                                      |
| HAU ..... | Hauser Hall   |                                               |                                                          |                                      |

# AUGUST

2010

## Fall Semester 2010

### August

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
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| 30 | 31 |    |    |    |    |    |

### September

| M  | T  | W  | TH | F  | S  | S  |
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| 27 | 28 | 29 | 30 |    |    |    |

### October

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### November

| M  | T  | W  | TH | F  | S  | S  |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### December

| M  | T  | W  | TH | F  | S  | S  |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| Monday                                                                                                                                                                                                  | Tuesday                                                                                                                                                                   | Wednesday                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                         |                                                                                                                                                                           |                                                                                                      |
| 2                                                                                                                                                                                                       | 3                                                                                                                                                                         | 4                                                                                                    |
| Self-Directed Search Workshop > ALL 167 > 4 p.m.                                                                                                                                                        |                                                                                                                                                                           |                                                                                                      |
| 9                                                                                                                                                                                                       | 10                                                                                                                                                                        | 11                                                                                                   |
| First Day of Stokes Early College Classes                                                                                                                                                               | Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                                                                                           |                                                                                                      |
| 16                                                                                                                                                                                                      | 17                                                                                                                                                                        | 18                                                                                                   |
| First Day to Use Financial Aid and Third-Party Funds to Charge in Bookstore for Fall Semester 2010<br>Late Registration for Fall Semester > 8 a.m. - 7 p.m.                                             | Late Registration for Fall Semester > 8 a.m. - 7 p.m.                                                                                                                     | Late Registration for Fall Semester > 8 a.m. - 7 p.m.<br>Payment Deadline for Fall Semester > 7 p.m. |
| First Day of Fall Semester Classes<br>First Day of Forsyth Early College Classes<br>Drop/Add > 8 a.m. - 7 p.m.<br>Back to School Bash > TEC Lobby > 9 a.m. - Noon<br>SGC Meeting > TEC 130 > 3 - 5 p.m. | Payment Deadline for Any "Adds" During Drop/Add > 7 p.m.<br>Last Day to Apply for 75% Refund for 1 <sup>st</sup> 4-Week Classes<br>Drop/Add > 8 a.m. - 7 p.m.             | 25                                                                                                   |
| Transition Club Fall Meet-and-Greet > TEC 130 > 12:30 and 5:30 p.m.<br>Self-Directed Search Workshop > ALL 167 > 4 p.m.                                                                                 | Amazing Photos by Morton > TEC Lobby > 10 a.m. - 1 p.m.<br>College Transfer Information Sessions > TEC 542 > 12:30 p.m.<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m. | 31                                                                                                   |

### COLOR KEY

COLOR AREA OF COLLEGE

Black .....Holidays/General Information

Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red .....Student Activities

Notes \_\_\_\_\_

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# AUGUST

2010

| Thursday                                                   | Friday                                                                                  | Saturday | Sunday |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------|--------|
|                                                            |                                                                                         |          | 1      |
| 5                                                          | 6                                                                                       | 7        | 8      |
| 12                                                         | 13                                                                                      | 14       | 15     |
| 19                                                         | 20                                                                                      | 21       | 22     |
| College Closed to Students > Employee Meeting Day          | Last Day for 100% Refund for Fall Semester Full-Term and 1 <sup>st</sup> 8-Week Classes |          |        |
| 26                                                         | 27                                                                                      | 28       | 29     |
| Last Day for 75% Refund for 1 <sup>st</sup> 8-Week Classes |                                                                                         |          |        |

## TERM KEY

TERM EXPLANATION  
 ALL..... Allman Center

ARD..... Ardmore Hall  
 BLET..... Basic Law Enforcement Training  
 GSC..... Grady Swisher Center (Kernersville)  
 HAU..... Hauser Hall

MMMP... Male Minority Mentoring Program  
 MWC..... Mazie Woodruff Center (Northwest Winston-Salem)  
 NWFC..... Northwest Forsyth Center (King)

SGC..... Student Government Council  
 TEC..... Technology Building



Notes \_\_\_\_\_

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| Thursday                                                            | Friday                                                                                                                                                               | Saturday | Sunday |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
| 2                                                                   | 3                                                                                                                                                                    | 4        | 5      |
| gart Women's Center Mammogram Day > Location TBA                    |                                                                                                                                                                      |          |        |
| 9                                                                   | 10                                                                                                                                                                   | 11       | 12     |
|                                                                     | Last Day to Use Financial Aid and Third-Party Funds to Charge in Bookstore for Fall Semester 2010<br>Intent to Graduate Forms Due for Prospective December Graduates |          |        |
| 16                                                                  | 17                                                                                                                                                                   | 18       | 19     |
| gart Women's Center Clothes Distribution > AU 206 > 9 a.m. - 1 p.m. | Constitution Day > ARD Auditorium > 11 a.m. - 1 p.m.<br>Back to School Golf Tournament > Location TBA > 1 p.m.                                                       |          |        |
| 23                                                                  | 24                                                                                                                                                                   | 25       | 26     |
| 30                                                                  |                                                                                                                                                                      |          |        |

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2010

TERM KEY

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ALL..... Allman Center

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# OCTOBER

2010

## Fall Semester 2010

### August

| M  | T  | W  | TH | F  | S  | S  |
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### September

| M  | T  | W  | TH | F  | S  | S  |
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### October

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### November

| M  | T  | W  | TH | F  | S  | S  |
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### December

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| Monday                                                                                                                        | Tuesday                                                                                                                                                                                                                               | Wednesday                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                               |                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4                                                                                                                             | 5                                                                                                                                                                                                                                     | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Last Day to Drop Without Penalty (Automatic W) for 2 <sup>nd</sup> 4-Week Classes<br>Transition Club Meeting > TEC 130 > Noon | Intramural Volleyball Meeting > WC Gym > 3 - 5 p.m.<br>Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                                                                                                | College Transfer Information Sessions > TEC 542 > Noon                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11                                                                                                                            | 12                                                                                                                                                                                                                                    | 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Fall Break > No Classes/Faculty Work Day                                                                                      | Fall Break > No Classes/Faculty Work Day and Professional Development Day                                                                                                                                                             | Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 18                                                                                                                            | 19                                                                                                                                                                                                                                    | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Transition Club Meeting > TEC 130 > Noon<br>Self-Directed Search Workshop > ALL 167 > 4 p.m.                                  | Intramural Volleyball League Week #1 > WC Gym > 3 - 5 p.m.<br>Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                                                                                         | Last Day for 1 <sup>st</sup> 8-Week Classes and 2 <sup>nd</sup> 4-Week Classes<br>Last Day to Drop Without Penalty (Automatic W Grade) for Full-Semester Classes<br>Last Day for 100% Refund for 2 <sup>nd</sup> 8-Week Classes<br>Registration for 2 <sup>nd</sup> 8-Week Classes > 8 a.m. - 7 p.m.<br>Accommodations Due to Disability Services Office for Students Not Receiving Accommodations Spring Semester 2010<br>Shugart Women's Center Passionately Pink Day |
| 25                                                                                                                            | 26                                                                                                                                                                                                                                    | 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| SGC Meeting > TEC 130 > 3 - 5 p.m.                                                                                            | Last Day to Apply for 75% Refund for 2 <sup>nd</sup> 8-Week Classes<br>Transition Club Meeting > MWC 113 > 12:30 p.m.<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m.<br>Intramural Volleyball League Week #2 > WC Gym > 3 - 5 p.m. | Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                    |

### COLOR KEY

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Black .....Holidays/General Information

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Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red .....Student Activities

Advising for Spring Semester starts this month. Please check Techlink for the exact dates.

## OCTOBER

2010

| Thursday                                                                                                                       | Friday                                                                                                  | Saturday | Sunday |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------|--------|
|                                                                                                                                | 1                                                                                                       | 2        | 3      |
|                                                                                                                                | Admissions Deadline for Spring Semester 2011 ADN Program                                                |          |        |
| 7                                                                                                                              | 8                                                                                                       | 9        | 10     |
|                                                                                                                                | Financial Aid Balance Check Mailing Day                                                                 |          |        |
| 14                                                                                                                             | 15                                                                                                      | 16       | 17     |
|                                                                                                                                | Fall Festival/Club Fair > MC > 11 a.m. - 2 p.m.                                                         |          |        |
| 21                                                                                                                             | 22                                                                                                      | 23       | 24     |
| 1st Day of 2nd 8-Week Classes and 3rd 4-Week Classes<br>August Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. | Last Day to Apply for 75% Refund for 3rd 4-Week Classes<br>Fall Golf Tournament > Location TBA > 1 p.m. |          |        |
| 28                                                                                                                             | 29                                                                                                      | 30       | 31     |

## TERM KEY

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ALL..... Allman Center

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NWFC..... Northwest Forsyth Center (King)

SGC ..... Student Government Council  
TEC..... Technology Building

# NOVEMBER

2010

## Fall Semester 2010

### August

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
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| 30 | 31 |    |    |    |    |    |

### September

| M  | T  | W  | TH | F  | S  | S  |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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| 27 | 28 | 29 | 30 |    |    |    |

### October

| M  | T  | W  | TH | F  | S  | S  |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### November

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### December

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| Monday                                                                                                         | Tuesday                                                                                                                                                                                                                                     | Wednesday                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b><br><br>Angel Tree Project Kickoff > Location and Time TBA<br>Transition Club Meeting > TEC 130 > Noon | <b>2</b><br><br>Intramural Volleyball Week #3 > WC Gym > 3 - 5 p.m.                                                                                                                                                                         | <b>3</b><br><br>Last Day to Drop Without Penalty (Automatic W) for 3 <sup>rd</sup> 4-Week Classes                                                                                                        |
| <b>8</b><br><br>Transition Club Meeting > TEC 130 > Noon<br>SGC Meeting > TEC 130 > 3 - 5 p.m.                 | <b>9</b><br><br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m.<br>Intramural Volleyball Week #4 > WC Gym > 3 - 5 p.m.<br>Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                                    | <b>10</b><br><br>Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.                                                                                                                                    |
| <b>15</b><br><br>Transition Club Meeting > TEC 130 > Noon<br>Self-Directed Search Workshop > ALL 167 > 4 p.m.  | <b>16</b><br><br>Last Day to Complete Financial Aid File for Spring Semester 2011<br>Intramural Volleyball Week #5 > WC Gym > 3 - 5 p.m.                                                                                                    | <b>17</b><br><br>Last Day of 3 <sup>rd</sup> 4-Week Classes<br>Last Day to Drop Without Penalty (Automatic W) for 2 <sup>nd</sup> 8-Week Classes<br>Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. |
| <b>22</b><br><br>SGC Meeting > TEC 130 > 3 - 5 p.m.                                                            | <b>23</b><br><br>Transition Club Meeting > MWC 113 > 12:30 p.m.<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m.<br>Intramural Volleyball Week #6 > WC Gym > 3 - 5 p.m.<br>Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m. | <b>24</b><br><br>Faculty Work Day > No Classes                                                                                                                                                           |
| <b>29</b>                                                                                                      | <b>30</b>                                                                                                                                                                                                                                   |                                                                                                                                                                                                          |

### COLOR KEY

COLOR AREA OF COLLEGE  
 Black .....Holidays/General Information  
 Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information  
 Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center  
 Red .....Student Activities

| Thursday                                                                                                                  | Friday                                                  | Saturday   | Sunday |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------|--------|
| 4                                                                                                                         | 5                                                       | 6          | 7      |
| 11                                                                                                                        | 12                                                      | 13         | 14     |
|                                                                                                                           | Financial Aid Balance Check Mailing Day                 |            |        |
| 18                                                                                                                        | 19                                                      | 20         | 21     |
| First Day of 4 <sup>th</sup> 4-Week Classes<br>Shugart Women's Center Clothes Distribution ><br>HAU 206 > 9 a.m. - 1 p.m. | Last Day to Apply for 75% Refund for 4th 4-Week Classes |            |        |
| 25                                                                                                                        | 26                                                      | 27         | 28     |
| Thanksgiving Holiday > No Classes                                                                                         | Thanksgiving Holiday > No Classes                       | No Classes |        |
|                                                                                                                           |                                                         |            |        |

## TERM KEY

TERM EXPLANATION  
ALL..... Allman Center

ARD..... Ardmore Hall  
BLET..... Basic Law Enforcement Training  
GSC..... Grady Swisher Center (Kernersville)  
HAU..... Hauser Hall

MMMP... Male Minority Mentoring Program  
MWC..... Mazie Woodruff Center (Northwest Winston-Salem)  
NWFC..... Northwest Forsyth Center (King)

SGC..... Student Government Council  
TEC..... Technology Building

# DECEMBER

2010

## Fall Semester 2010

### August

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### September

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

### October

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### November

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### December

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| Monday                                                                                                                                                         | Tuesday                                                                                          | Wednesday                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                |                                                                                                  |                                                                                                        |
| 6                                                                                                                                                              | 7                                                                                                |                                                                                                        |
| Last Day to Drop Without Penalty (Automatic W) for 4 <sup>th</sup> 4-Week Classes<br>Transition Club Meeting > TEC 130 > Noon                                  | Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                  | Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.                                                   |
| 13                                                                                                                                                             | 14                                                                                               | 15                                                                                                     |
| Transition Club Meeting > TEC 130 > Noon<br>SGC Meeting > TEC 130 > 3 - 5 p.m.<br>Self-Directed Search Workshop > ALL 167 > 4 p.m.                             | Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m.<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m. | Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m.<br>Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. |
| 20                                                                                                                                                             | 21                                                                                               | 22                                                                                                     |
| Last Day of Fall Semester Classes<br>Textbook Buyback > TEC Lobby > 9 a.m. - 3 p.m.<br>Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. | Faculty Work Day > No Classes                                                                    | Faculty Work Day > No Classes                                                                          |
| 27                                                                                                                                                             | 28                                                                                               | 29                                                                                                     |
| Winter Holidays > College Closed                                                                                                                               | Winter Holidays > College Closed                                                                 | Winter Holidays > College Closed                                                                       |

### COLOR KEY

COLOR AREA OF COLLEGE

Black .....Holidays/General Information

Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red.....Student Activities

| Thursday                                       | Friday                                                                                    | Saturday | Sunday |
|------------------------------------------------|-------------------------------------------------------------------------------------------|----------|--------|
| 2                                              | 3                                                                                         | 4        | 5      |
| 9                                              | 10                                                                                        | 11       | 12     |
|                                                | Payment Deadline for Spring Semester > Noon                                               |          |        |
| 16                                             | 17                                                                                        | 18       | 19     |
| Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m. | Financial Aid Balance Check Mailing Day<br>Textbook Buyback > TEC Lobby > 9 a.m. - 3 p.m. |          |        |
| 23                                             | 24                                                                                        | 25       | 26     |
| Winter Holidays > College Closed               | Winter Holidays > College Closed                                                          |          |        |
| 30                                             | 31                                                                                        |          |        |
| Winter Holidays > College Closed               | Winter Holidays > College Closed                                                          |          |        |

## TERM KEY

TERM EXPLANATION  
ALL..... Allman Center

ARD..... Ardmore Hall  
BLET..... Basic Law Enforcement Training  
GSC..... Grady Swisher Center (Kernersville)  
HAU..... Hauser Hall

MMMP... Male Minority Mentoring Program  
MWC..... Mazie Woodruff Center (Northwest  
Winston-Salem)  
NWFC..... Northwest Forsyth Center (King)

SGC..... Student Government Council  
TEC..... Technology Building

# JANUARY

## Spring Semester 2011

### January

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### February

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### March

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### April

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

| Monday                                                                                                                        | Tuesday                                                                                                                                                                                                               | Wednesday                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                               |                                                                                                                                                                                                                       |                                                                                                                                                                         |
| 3                                                                                                                             | 4                                                                                                                                                                                                                     |                                                                                                                                                                         |
| Winter Holidays > College Closed                                                                                              | Faculty Work Day > No Classes                                                                                                                                                                                         | Faculty Work Day > No Classes<br>First Day to Use Financial Aid and Third-Party Funds to Charge in Bookstore for Spring Semester<br>Late Registration > 8 a.m. - 7 p.m. |
| 10                                                                                                                            | 11                                                                                                                                                                                                                    | 12                                                                                                                                                                      |
| First Day of Spring Semester Classes<br>Back to School Bash > TEC Lobby > 9 a.m. - Noon<br>SGC Meeting > TEC 130 > 3 - 5 p.m. | Drop/Add > 8 a.m. - 7 p.m.<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m.<br>Payment Deadline for Any Changes Made During Drop/Add > 7 p.m.<br>Last Day to Apply for 75% Refund for 1 <sup>st</sup> 4-Week Classes | Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.                                                                                                                    |
| 17                                                                                                                            | 18                                                                                                                                                                                                                    | 19                                                                                                                                                                      |
| Martin Luther King Jr. Holiday > No Classes                                                                                   | Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                                                                                                                                       | Martin Luther King Jr. Celebration > ARD Auditorium > 11 a.m. - 1 p.m.                                                                                                  |
| 24                                                                                                                            | 25                                                                                                                                                                                                                    | 26                                                                                                                                                                      |
| Last Day to Drop Without Penalty (Automatic W) for 1 <sup>st</sup> 4-Week Classes<br>SGC Meeting > TEC 130 > 3 - 5 p.m.       | Accommodations Due to Disability Services Office for Students Who Received Accommodations Fall Semester 2010<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m.                                                        | Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.                                                                                                                    |
| 31                                                                                                                            |                                                                                                                                                                                                                       |                                                                                                                                                                         |
| Self-Directed Search Workshop > ALL 167 > 4 p.m.                                                                              |                                                                                                                                                                                                                       |                                                                                                                                                                         |

### COLOR KEY

#### COLOR AREA OF COLLEGE

Black .....Holidays/General Information

Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red .....Student Activities

| Thursday                                                             | Friday                                                                                                                                                                                            | Saturday | Sunday |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
|                                                                      |                                                                                                                                                                                                   | 1        | 2      |
| 6                                                                    | 7                                                                                                                                                                                                 | 8        | 9      |
| Faculty Work Day > No Classes<br>Late Registration > 8 a.m. - 7 p.m. | Faculty Work Day > No Classes<br>Late Registration > 8 a.m. - Noon<br>Payment Deadline for All Late Registration Activity > Noon<br>Last Day to Apply for 100% Refund for Spring Semester Classes |          |        |
| 13                                                                   | 14                                                                                                                                                                                                | 15       | 16     |
| Last Day for 75% Refund for 1 <sup>st</sup> 8-Week Classes           |                                                                                                                                                                                                   |          |        |
| 20                                                                   | 21                                                                                                                                                                                                | 22       | 23     |
| Last Day for 75% Refund for Full-Semester Classes                    |                                                                                                                                                                                                   |          |        |
| 27                                                                   | 28                                                                                                                                                                                                | 29       | 30     |
|                                                                      | Last Day to Use Financial Aid and Third-Party Funds to Charge in Bookstore for Spring Semester                                                                                                    |          |        |

| TERM KEY |               |           |                                     |           |                                                 |
|----------|---------------|-----------|-------------------------------------|-----------|-------------------------------------------------|
| TERM     | EXPLANATION   | ARD.....  | Ardmore Hall                        | MMMP...   | Male Minority Mentoring Program                 |
|          |               | BLET..... | Basic Law Enforcement Training      | MWC.....  | Mazie Woodruff Center (Northwest Winston-Salem) |
| ALL..... | Allman Center | GSC.....  | Grady Swisher Center (Kernersville) | SGC.....  | Student Government Council                      |
|          |               | HAU.....  | Hauser Hall                         | TEC.....  | Technology Building                             |
|          |               |           |                                     | NWFC..... | Northwest Forsyth Center (King)                 |

# FEBRUARY

2011

## Spring Semester 2011

### January

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### February

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### March

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### April

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

| Monday                                                                                                                          | Tuesday                                                                                               | Wednesday                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                 | 1                                                                                                     |                                                                                                                             |
|                                                                                                                                 | Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                       |                                                                                                                             |
| 7                                                                                                                               | 8                                                                                                     |                                                                                                                             |
| Last Day of 1 <sup>st</sup> 4-Week Classes<br>Last Day to Drop Without Penalty (Automatic W) for 1 <sup>st</sup> 8-Week Classes | First Day of 2 <sup>nd</sup> 4-Week Classes<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m.         | Last Day to Apply for 75% Refund for 2 <sup>nd</sup> 4-Week Classes<br>Philosophical Society Meeting > TEC 542 > 2 - 4 p.m. |
| 14                                                                                                                              | 15                                                                                                    | 16                                                                                                                          |
| SGC Meeting > TEC 130 > 3 - 5 p.m.<br>Self-Directed Search Workshop > ALL 167 > 4 p.m.                                          | Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.                                       |                                                                                                                             |
| 21                                                                                                                              | 22                                                                                                    | 23                                                                                                                          |
| Last Day to Drop Without Penalty (Automatic W) for 2 <sup>nd</sup> 4-Week Classes                                               | Journalism Club Meeting > TEC 130 > 2 - 3 p.m.<br>Intramural Basketball Meeting > WC Gym > 3 - 5 p.m. | Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.                                                                        |
| 28                                                                                                                              |                                                                                                       |                                                                                                                             |
| SGC Meeting > TEC 130 > 3 - 5 p.m.                                                                                              |                                                                                                       |                                                                                                                             |

### COLOR KEY

COLOR AREA OF COLLEGE  
Black .....Holidays/General Information  
Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information  
Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center  
Red .....Student Activities

| Thursday                                                                | Friday                                                                                                                                    | Saturday | Sunday |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
| 3                                                                       | 4                                                                                                                                         | 5        | 6      |
| Constructing a Resume Workshop > TEC 130 > 10 - 11 a.m.                 | Intent to Graduate Forms Due for Prospective May or July Graduates<br>Shugart Womens' Center National Wear Red Day (Women's Heart Health) |          |        |
| 10                                                                      | 11                                                                                                                                        | 12       | 13     |
| Black History Month Event > ARD Auditorium > 11 a.m. - Noon             |                                                                                                                                           |          |        |
| 17                                                                      | 18                                                                                                                                        | 19       | 20     |
| Shugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m. | Apollo Night > ARD Auditorium > 6 - 8 p.m.                                                                                                |          |        |
| 24                                                                      | 25                                                                                                                                        | 26       | 27     |
| Interarmural Basketball League Session #1 > NC Gym > 3 - 5 p.m.         | Financial Aid Balance Check Mailing Day                                                                                                   |          |        |
|                                                                         |                                                                                                                                           |          |        |
|                                                                         |                                                                                                                                           |          |        |

# MARCH

2011

## Spring Semester 2011

### January

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### February

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### March

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### April

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

| Monday                                                                                                              | Tuesday                                                                  | Wednesday                                                         |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------|
|                                                                                                                     | 1                                                                        |                                                                   |
|                                                                                                                     | Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m.          |                                                                   |
|                                                                                                                     | Intramural Basketball League Session #2 > WC Gym > 3 - 5 p.m.            |                                                                   |
| Last Day of 1 <sup>st</sup> 8-Week Classes and 2 <sup>nd</sup> 4-Week Classes                                       |                                                                          |                                                                   |
| Last Day to Drop Without Penalty (Automatic W) for Full-Semester Classes                                            |                                                                          |                                                                   |
| Registration for 2 <sup>nd</sup> 8-Week Classes > 8 a.m. - 7 p.m.                                                   |                                                                          |                                                                   |
| Last Day for 100% Refund for 2 <sup>nd</sup> 8-Week Classes                                                         |                                                                          |                                                                   |
| Accommodations Due to Disability Services Office for Students Who Did Not Receive Accommodations Fall Semester 2010 |                                                                          |                                                                   |
| 14                                                                                                                  | 15                                                                       | 16                                                                |
| Spring Break > No Classes/Faculty Work Day                                                                          | Spring Break > No Classes/Faculty Work Day                               | Planning/Professional Development Day > No Classes                |
|                                                                                                                     | Admissions Deadline for Fall Semester 2011 ADN and PN Programs           |                                                                   |
| 21                                                                                                                  | 22                                                                       | 23                                                                |
| Women's Week                                                                                                        | Women's Week                                                             | Women's Week                                                      |
|                                                                                                                     | Journalism Club Meeting > TEC 130 > 2 - 3 p.m.                           | Job Interviewing Skills Workshop > TEC 130 > 10 - 11 a.m.         |
|                                                                                                                     | Intramural Basketball League Session #7 > WC Gym > 3 - 5 p.m.            | Philosophical Society Meeting > TEC 542 > 2 - 4 p.m.              |
|                                                                                                                     |                                                                          | Graduate/College Fair > TEC Lobby > 1 - 7 p.m.                    |
| 28                                                                                                                  | 29                                                                       | 30                                                                |
| SGC Meeting > TEC 130 > 3 - 5 p.m.                                                                                  | Intramural Basketball League Session #9 > WC Gym > 3 - 5 p.m.            |                                                                   |
| Self-Directed Search Workshop > ALL 167 > 4 p.m.                                                                    | Must Have Completed Financial Aid File by Today for Summer Semester 2011 | Admissions Deadline for Fall Semester 2011 Allied Health Programs |

### COLOR KEY

COLOR AREA OF COLLEGE

Black .....Holidays/General Information

Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red.....Student Activities

Advising for Summer Term  
and Fall Semester starts this  
month. Please check Techlink  
for the exact dates.

# MARCH

2011

| Thursday                                                                                                                                                                                                                               | Friday                                                           | Saturday | Sunday |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------|--------|
| 3<br>Intramural Basketball League Session #3 ><br>WC Gym > 3 - 5 p.m.                                                                                                                                                                  | 4                                                                | 5        | 6      |
| 10<br>Intramural Basketball League Session #5 ><br>WC Gym > 3 - 5 p.m.                                                                                                                                                                 | 11<br>Last Day for 75% Refund for 2 <sup>nd</sup> 8-Week Classes | 12       | 13     |
| 17<br>August Women's Center Clothes Distribution ><br>HAU 206 > 9 a.m. - 1 p.m.<br>Intramural Basketball League Session #6 ><br>WC Gym > 3 - 5 p.m.                                                                                    | 18                                                               | 19       | 20     |
| 24<br>Last Day to Drop Without Penalty (Automatic W)<br>for 3 <sup>rd</sup> 4-Week Classes<br>Women's Week<br>Graduate/College Fair > TEC Lobby > 10 a.m. - 4 p.m.<br>Intramural Basketball League Session #8 ><br>VC Gym > 3 - 5 p.m. | 25<br>Women's Week<br>Financial Aid Balance Check Mailing Day    | 26       | 27     |
| 31<br>Intramural Basketball League Session #10 ><br>VC Gym > 3 - 5 p.m.                                                                                                                                                                |                                                                  |          |        |

## TERM KEY

TERM EXPLANATION  
ALL..... Allman Center

ARD..... Ardmore Hall  
BLET..... Basic Law Enforcement Training  
GSC..... Grady Swisher Center (Kernersville)  
HAU..... Hauser Hall

MMMP... Male Minority Mentoring Program  
MWC..... Mazie Woodruff Center (Northwest  
Winston-Salem)  
NWFC..... Northwest Forsyth Center (King)

SGC..... Student Government Council  
TEC..... Technology Building

167

# A P R I L

2011

## Spring Semester 2011

### January

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### February

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### March

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### April

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

| Monday                                                                                           | Tuesday                                                                                                                                 | Wednesday                                                                                        |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                                                                                                  |                                                                                                                                         |                                                                                                  |
| 4                                                                                                | 5                                                                                                                                       | 6                                                                                                |
|                                                                                                  | Career Assessment > TEC 544 > 10 - 11:30 a.m. and<br>4 - 5:30 p.m.<br>Intramural Basketball League Session #11 ><br>WC Gym > 3 - 5 p.m. | Job Fair- TEC Lobby > 9 a.m. - 1 p.m.<br>Philosophical Society Meeting > TEC 542 ><br>2 - 4 p.m. |
| 11                                                                                               | 12                                                                                                                                      | 13                                                                                               |
| Last Day to Apply for 75% Refund for 4th 4-Week<br>Classes<br>SGC Meeting > TEC 130 > 3 - 5 p.m. | Journalism Club Meeting > TEC 130 > 2 - 3 p.m.                                                                                          | Appropriate Attire for a Job Interview<br>Workshop > TEC 130 > 10 - 11 a.m.                      |
| 18                                                                                               | 19                                                                                                                                      | 20                                                                                               |
| Self-Directed Search Workshop > ALL 167 > 4 p.m.                                                 | Career Assessment > TEC 544 > 10 - 11:30 a.m. and<br>4 - 5:30 p.m.                                                                      | Philosophical Society Meeting > TEC 542 ><br>2 - 4 p.m.                                          |
| 25                                                                                               | 26                                                                                                                                      | 27                                                                                               |
| SGC Meeting > TEC 130 > 3 - 5 p.m.                                                               | Payment Deadline for Summer Term > Noon<br>Journalism Club Meeting > TEC 130 > 2 - 3 p.m.                                               |                                                                                                  |

### COLOR KEY

COLOR AREA OF COLLEGE

Black .....Holidays/General Information

Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male

.....Mentoring/Shugart Women's Center

Red.....Student Activities

Registration for Summer Term and Fall Semester starts this month. Please check Techlink for the exact dates.

| Thursday                                                                                                                                                                                                | Friday                                                                                      | Saturday   | Sunday |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------|--------|
|                                                                                                                                                                                                         | 1                                                                                           | 2          | 3      |
| 7                                                                                                                                                                                                       | 8                                                                                           | 9          | 10     |
| Last Day of 3 <sup>rd</sup> 4-Week Classes<br>Last Day to Drop Without Penalty (Automatic W) for 2 <sup>nd</sup> 8-Week Classes<br>Last Day to Apply for 100% Refund for 4 <sup>th</sup> 4-Week Classes | First Day of 4 <sup>th</sup> 4-Week Classes<br>Spring Golf Tournament > Tanglewood > 1 p.m. |            |        |
| 14                                                                                                                                                                                                      | 15                                                                                          | 16         | 17     |
| Hugart Women's Center Clothes Distribution > HAU 206 > 9 a.m. - 1 p.m.                                                                                                                                  | Spring Fling > MC > 11 a.m. - 2 p.m.                                                        |            |        |
| 21                                                                                                                                                                                                      | 22                                                                                          | 23         | 24     |
| Last Day to Drop Without Penalty (Automatic W) for 4 <sup>th</sup> 4-Week Classes                                                                                                                       | Easter Holiday > No Classes                                                                 | No Classes |        |
| 28                                                                                                                                                                                                      | 29                                                                                          | 30         |        |
|                                                                                                                                                                                                         | Financial Aid Balance Check Mailing Day                                                     |            |        |

## TERM KEY

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ARD..... Ardmore Hall  
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GSC..... Grady Swisher Center (Kernersville)  
HAU..... Hauser Hall

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MWC..... Mazie Woodruff Center (Northwest Winston-Salem)  
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SGC..... Student Government Council  
TEC..... Technology Building

# MAY

2011

## Spring Semester 2011

### January

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### February

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### March

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### April

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

| Monday                                                                                                                                                                    | Tuesday                                                                                                           | Wednesday                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|                                                                                                                                                                           |                                                                                                                   |                                                                                              |
| 2                                                                                                                                                                         | 3                                                                                                                 | 4                                                                                            |
| Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m.                                                                                                                            | Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m.<br>Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m. | Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m.                                               |
| 9                                                                                                                                                                         | 10                                                                                                                | 11                                                                                           |
| Faculty Work Day > No Classes                                                                                                                                             | Faculty Work Day > No Classes                                                                                     | Faculty Work Day > No Classes                                                                |
| 16                                                                                                                                                                        | 17                                                                                                                | 18                                                                                           |
| Faculty Work Day > No Classes<br>Late Registration for Summer > 8 a.m. - 7 p.m.<br>Payment Deadline > 7 p.m.<br>Last Day to Apply for 100% Refund for Summer Term Classes | First Day of Summer Term Classes<br>Drop/Add > 8 a.m. - 7 p.m.                                                    | Drop/Add > 8 a.m. - 7 p.m.<br>Payment Deadline for Any Changes Made During Drop/Add > 7 p.m. |
| 23                                                                                                                                                                        | 24                                                                                                                | 25                                                                                           |
| Last Day for 75% Refund for Full-Term (10-Week) Classes<br>Self-Directed Search Workshop > ALL 167 > 4 p.m.                                                               |                                                                                                                   |                                                                                              |
| 30                                                                                                                                                                        | 31                                                                                                                |                                                                                              |
| Memorial Day Holiday > No Classes                                                                                                                                         | Accommodations Due to Disabilities Services Office for Students Who Received Accommodations Spring Semester 2011  |                                                                                              |

### COLOR KEY

COLOR AREA OF COLLEGE  
 Black.....Holidays/General Information  
 Blue.....Admissions/Registration

Green.....Financial Aid/Bookstore/Payment Information  
 Purple.....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center  
 Red.....Student Activities

| Thursday                                                                                                                                                                             | Friday                                                                                                                               | Saturday | Sunday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
|                                                                                                                                                                                      |                                                                                                                                      |          | 1      |
| 5                                                                                                                                                                                    | 6                                                                                                                                    | 7        | 8      |
| Textbook Buyback > TEC Lobby > 9 a.m. - 7 p.m.<br>Constructing a Resume Workshop > TEC 130 ><br>10 - 11 a.m.                                                                         | Last Day of Spring Classes<br>Textbook Buyback > TEC Lobby > 9 a.m. - 3 p.m.                                                         |          |        |
| 12                                                                                                                                                                                   | 13                                                                                                                                   | 14       | 15     |
| Commencement                                                                                                                                                                         | Faculty Work Day > No Classes<br>First Day to Use Financial Aid for Third-Party Funds<br>to Charge in Bookstore for Summer Term 2011 |          |        |
| 19                                                                                                                                                                                   | 20                                                                                                                                   | 21       | 22     |
| Last Day of Stokes Early College Classes<br>Last Day for 75% Refund for 1 <sup>st</sup> 5-Week Classes<br>Hughart Women's Center Clothes Distribution ><br>HAU 206 > 9 a.m. - 1 p.m. | Women's Health and Fitness Day<br>Last Day for 75% Refund for 8-Week Classes                                                         |          |        |
| 26                                                                                                                                                                                   | 27                                                                                                                                   | 28       | 29     |
|                                                                                                                                                                                      | Last Day to Use Financial Aid and Third-Party Funds<br>to Charge in Bookstore for Summer Term 2011                                   |          |        |

## TERM KEY

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Winston-Salem)  
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TEC..... Technology Building

## Summer Semester 2011

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### July

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### June

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

| Monday                                           | Tuesday                                                                                                                                                                                                                                                                                                               | Wednesday                                   |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
|                                                  |                                                                                                                                                                                                                                                                                                                       |                                             |
| 6                                                | 7                                                                                                                                                                                                                                                                                                                     | 8                                           |
| 13                                               | 14                                                                                                                                                                                                                                                                                                                    | 15                                          |
| Self-Directed Search Workshop > ALL 167 > 4 p.m. | Last Day to Drop Without Penalty (Automatic W) for 1 <sup>st</sup> 8-Week Classes                                                                                                                                                                                                                                     |                                             |
| 20                                               | 21                                                                                                                                                                                                                                                                                                                    | 22                                          |
|                                                  | Last Day to Drop Without Penalty (Automatic W) for Full-Term (10-Week) Classes<br>Last Day of 1 <sup>st</sup> 5-Week Classes<br>Last Day for 75% Refund for 2 <sup>nd</sup> 5-Week Classes<br>Accommodations Due to Disabilities Services Office for Students Who Did Not Receive Accommodations Spring Semester 2011 | First Day of 2 <sup>nd</sup> 5-Week Classes |
| 27                                               | 28                                                                                                                                                                                                                                                                                                                    | 29                                          |

### COLOR KEY

COLOR AREA OF COLLEGE

Black .....Holidays/General Information

Blue .....Admissions/Registration

Green .....Financial Aid/Bookstore/Payment Information

Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red .....Student Activities

| Thursday | Friday                                                                                                                                                                                             | Saturday | Sunday |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
| 2        | 3<br>Last Day of Forsyth Early College Classes<br>Last Day to Drop Without Penalty (Automatic W) for 1 <sup>st</sup> 5-Week Classes<br>Intent to Graduate Forms Due for Prospective July Graduates | 4        | 5      |
| 9        | 10                                                                                                                                                                                                 | 11       | 12     |
| 16       | 17                                                                                                                                                                                                 | 18       | 19     |
| 23       | 24<br>Last Day for 75% Refund for 2 <sup>nd</sup> 5-Week Classes<br>Financial Aid Balance Check Mailing Day                                                                                        | 25       | 26     |
| 30       |                                                                                                                                                                                                    |          |        |

hugart Women's Center Clothes Distribution >  
HAU 206 > 9 a.m. - 1 p.m.

TERM KEY

TERM EXPLANATION  
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## Summer Term 2011

### May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### June

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

### July

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Monday                                                                            | Tuesday                                                         | Wednesday                       |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------|
|                                                                                   |                                                                 |                                 |
| 4                                                                                 | 5                                                               | 6                               |
| Independence Day Holiday > No Classes                                             |                                                                 |                                 |
| 11                                                                                | 12                                                              | 13                              |
| Last Day to Drop Without Penalty (Automatic W) for 2 <sup>nd</sup> 5-Week Classes | Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m. | Last Day of 8-Week Classes      |
| 18                                                                                | 19                                                              | 20                              |
| Self-Directed Search Workshop > ALL 167 > 4 p.m.                                  |                                                                 |                                 |
| 25                                                                                | 26                                                              | 27                              |
|                                                                                   |                                                                 | Last Day of Summer Term Classes |

### COLOR KEY

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Blue .....Admissions/Registration

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Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red .....Student Activities

| Thursday                      | Friday                        | Saturday | Sunday |
|-------------------------------|-------------------------------|----------|--------|
|                               | 1                             | 2        | 3      |
| 7                             | 8                             | 9        | 10     |
| 14                            | 15                            | 16       | 17     |
| 21                            | 22                            | 23       | 24     |
| 28                            | 29                            | 30       | 31     |
| Faculty Work Day > No Classes | Faculty Work Day > No Classes |          |        |

Whigart Women's Center Clothes Distribution >  
HAU 206 > 9 a.m. - 1 p.m.

## TERM KEY

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# AUGUST

2011

## Fall Semester 2011

### August

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

### September

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

### October

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### November

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### December

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

| Monday                                                          | Tuesday | Wednesday |
|-----------------------------------------------------------------|---------|-----------|
| 1                                                               | 2       |           |
| 8                                                               | 9       | 10        |
| 15                                                              | 16      | 17        |
| 22                                                              | 23      | 24        |
| 29                                                              | 30      | 31        |
| Career Assessment > TEC 544 > 10 - 11:30 a.m. and 4 - 5:30 p.m. |         |           |

### COLOR KEY

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Purple .....Career Services/Counseling/Disability Services/Minority Male Mentoring/Shugart Women's Center

Red .....Student Activities

Notes

AUGUST

2011

| Thursday | Friday | Saturday | Sunday |
|----------|--------|----------|--------|
| 4        | 5      | 6        | 7      |
| 11       | 12     | 13       | 14     |
| 18       | 19     | 20       | 21     |
| 25       | 26     | 27       | 28     |
|          |        |          |        |
|          |        |          |        |

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# Fall Semester 2010

|                   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|--------|---------|-----------|----------|--------|----------|--------|
| 8 - 8:30 a.m.     |        |         |           |          |        |          |        |
| 8:30 - 9 a.m.     |        |         |           |          |        |          |        |
| 9 - 9:30 a.m.     |        |         |           |          |        |          |        |
| 9:30 - 10 a.m.    |        |         |           |          |        |          |        |
| 10 - 10:30 a.m.   |        |         |           |          |        |          |        |
| 10:30 - 11 a.m.   |        |         |           |          |        |          |        |
| 11 - 11:30 a.m.   |        |         |           |          |        |          |        |
| 11:30 a.m. - Noon |        |         |           |          |        |          |        |
| Noon - 12:30 p.m. |        |         |           |          |        |          |        |
| 12:30 - 1 p.m.    |        |         |           |          |        |          |        |
| 1 - 1:30 p.m.     |        |         |           |          |        |          |        |
| 1:30 - 2 p.m.     |        |         |           |          |        |          |        |
| 2 - 2:30 p.m.     |        |         |           |          |        |          |        |
| 2:30 - 3 p.m.     |        |         |           |          |        |          |        |
| 3 - 3:30 p.m.     |        |         |           |          |        |          |        |
| 3:30 - 4 p.m.     |        |         |           |          |        |          |        |
| 4 - 4:30 p.m.     |        |         |           |          |        |          |        |
| 4:30 - 5 p.m.     |        |         |           |          |        |          |        |
| 5 - 5:30 p.m.     |        |         |           |          |        |          |        |
| 5:30 - 6 p.m.     |        |         |           |          |        |          |        |
| 6 - 6:30 p.m.     |        |         |           |          |        |          |        |
| 6:30 - 7 p.m.     |        |         |           |          |        |          |        |
| 7 - 7:30 p.m.     |        |         |           |          |        |          |        |
| 7:30 - 8 p.m.     |        |         |           |          |        |          |        |
| 8 - 8:30 p.m.     |        |         |           |          |        |          |        |
| 8:30 - 9 p.m.     |        |         |           |          |        |          |        |
| 9 - 9:30 p.m.     |        |         |           |          |        |          |        |
| 9:30 - 10 p.m.    |        |         |           |          |        |          |        |

# 2011 Spring Semester

*my activities and class schedule*

|                   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|--------|---------|-----------|----------|--------|----------|--------|
| 8 - 8:30 a.m.     |        |         |           |          |        |          |        |
| 8:30 - 9 a.m.     |        |         |           |          |        |          |        |
| 9 - 9:30 a.m.     |        |         |           |          |        |          |        |
| 9:30 - 10 a.m.    |        |         |           |          |        |          |        |
| 10 - 10:30 a.m.   |        |         |           |          |        |          |        |
| 10:30 - 11 a.m.   |        |         |           |          |        |          |        |
| 11 - 11:30 a.m.   |        |         |           |          |        |          |        |
| 11:30 a.m. - Noon |        |         |           |          |        |          |        |
| Noon - 12:30 p.m. |        |         |           |          |        |          |        |
| 12:30 - 1 p.m.    |        |         |           |          |        |          |        |
| 1 - 1:30 p.m.     |        |         |           |          |        |          |        |
| 1:30 - 2 p.m.     |        |         |           |          |        |          |        |
| 2 - 2:30 p.m.     |        |         |           |          |        |          |        |
| 2:30 - 3 p.m.     |        |         |           |          |        |          |        |
| 3 - 3:30 p.m.     |        |         |           |          |        |          |        |
| 3:30 - 4 p.m.     |        |         |           |          |        |          |        |
| 4 - 4:30 p.m.     |        |         |           |          |        |          |        |
| 4:30 - 5 p.m.     |        |         |           |          |        |          |        |
| 5 - 5:30 p.m.     |        |         |           |          |        |          |        |
| 5:30 - 6 p.m.     |        |         |           |          |        |          |        |
| 6 - 6:30 p.m.     |        |         |           |          |        |          |        |
| 6:30 - 7 p.m.     |        |         |           |          |        |          |        |
| 7 - 7:30 p.m.     |        |         |           |          |        |          |        |
| 7:30 - 8 p.m.     |        |         |           |          |        |          |        |
| 8 - 8:30 p.m.     |        |         |           |          |        |          |        |
| 8:30 - 9 p.m.     |        |         |           |          |        |          |        |
| 9 - 9:30 p.m.     |        |         |           |          |        |          |        |
| 9:30 - 10 p.m.    |        |         |           |          |        |          |        |

# Summer Term 2011

|                   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|--------|---------|-----------|----------|--------|----------|--------|
| 8 - 8:30 a.m.     |        |         |           |          |        |          |        |
| 8:30 - 9 a.m.     |        |         |           |          |        |          |        |
| 9 - 9:30 a.m.     |        |         |           |          |        |          |        |
| 9:30 - 10 a.m.    |        |         |           |          |        |          |        |
| 10 - 10:30 a.m.   |        |         |           |          |        |          |        |
| 10:30 - 11 a.m.   |        |         |           |          |        |          |        |
| 11 - 11:30 a.m.   |        |         |           |          |        |          |        |
| 11:30 a.m. - Noon |        |         |           |          |        |          |        |
| Noon - 12:30 p.m. |        |         |           |          |        |          |        |
| 12:30 - 1 p.m.    |        |         |           |          |        |          |        |
| 1 - 1:30 p.m.     |        |         |           |          |        |          |        |
| 1:30 - 2 p.m.     |        |         |           |          |        |          |        |
| 2 - 2:30 p.m.     |        |         |           |          |        |          |        |
| 2:30 - 3 p.m.     |        |         |           |          |        |          |        |
| 3 - 3:30 p.m.     |        |         |           |          |        |          |        |
| 3:30 - 4 p.m.     |        |         |           |          |        |          |        |
| 4 - 4:30 p.m.     |        |         |           |          |        |          |        |
| 4:30 - 5 p.m.     |        |         |           |          |        |          |        |
| 5 - 5:30 p.m.     |        |         |           |          |        |          |        |
| 5:30 - 6 p.m.     |        |         |           |          |        |          |        |
| 6 - 6:30 p.m.     |        |         |           |          |        |          |        |
| 6:30 - 7 p.m.     |        |         |           |          |        |          |        |
| 7 - 7:30 p.m.     |        |         |           |          |        |          |        |
| 7:30 - 8 p.m.     |        |         |           |          |        |          |        |
| 8 - 8:30 p.m.     |        |         |           |          |        |          |        |
| 8:30 - 9 p.m.     |        |         |           |          |        |          |        |
| 9 - 9:30 p.m.     |        |         |           |          |        |          |        |
| 9:30 - 10 p.m.    |        |         |           |          |        |          |        |

# 2010

## July

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## August

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## September

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## October

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## November

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

## December

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

# 2011

## January

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## February

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

## March

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

## April

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

## May

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## June

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## July

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## August

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

## September

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## October

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## November

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## December

| M  | T  | W  | TH | F  | S  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

*point me in the right direction*



## Academic Questions – Where do I go if I...

### *...need to determine my academic standing?*

- ▶ Academic Advisor
- ▶ or Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... 336.734.7226
- ▶ or Student Success Center ..... Room 164, Allman Center, Main Campus ..... 336.734.7156

### *...want to audit a course?*

- ▶ Academic Advisor
- ▶ or Records Office ..... Room 106, Allman Center, Main Campus ..... 336.734.7472

### *...can't start a course as assigned?*

- ▶ Course Instructor

### *...want to take a continuing education course?*

- ▶ Customer Service Center ..... South Lobby, West Campus ..... 336.761.1002

### *...want to change my major or program of study?*

- ▶ Records Office ..... Room 106, Allman Center, Main Campus ..... 336.734.7472

### *...have a concern about a course grade?*

- ▶ Academic Dean

### *...need to determine if I meet graduation requirements?*

- ▶ **Techlink** > WebAdvisor > Academic Profile > Program Evaluation
- ▶ or Academic Advisor
- ▶ or Records Office ..... Room 106, Allman Center, Main Campus ..... 336.734.7472

### *...need an intent to graduate form?*

- ▶ **Techlink** > College Services > Documents > Forms > Intent to Graduate
- ▶ or Records Office ..... Room 106, Allman Center, Main Campus ..... 336.734.7472
- ▶ or Information Desk at the Northwest Forsyth Center ..... 1<sup>st</sup> Floor ..... 336.734.7050
- ▶ or Information Desk at the Swisher Center ..... 1<sup>st</sup> Floor ..... 336.734.7903
- ▶ or Information Desk at the Woodruff Center ..... 1<sup>st</sup> Floor ..... 336.734.7950

### *...am having problems with my classes?*

- ▶ Academic Advisor
- ▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... 336.734.7226

### *...have questions about academic probation?*

- ▶ Academic Advisor
- ▶ or Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... 336.734.7226
- ▶ or Student Success Center ..... Room 164, Allman Center, Main Campus ..... 336.734.7156

### *...want to take a proficiency test?*

- ▶ Academic Advisor

### *...need a free unofficial transcript of my grades?*

- ▶ **Techlink** > WebAdvisor > Academic Profile > Transcript

### *...need an official or unofficial transcript of my grades? (There is a \$3 processing fee per copy.)*

#### **Pay first at:**

- ▶ Cashier's Office ..... 2<sup>nd</sup> Floor, Allman Center, Main Campus ..... 336.734.7210

#### **Take receipt to:**

- ▶ Records Office ..... Room 106, Allman Center, Main Campus ..... 336.734.7472

### *...need tutoring or need to make-up a test?*

- ▶ Learning Center ..... Room 143, Ardmore Hall, Main Campus ..... 336.734.7480

***...want to withdraw from a course or from school?***

|                                                    |                                            |              |
|----------------------------------------------------|--------------------------------------------|--------------|
| ▶ Counseling, Career and Disability Services ..... | Room 148, Allman Center, Main Campus ..... | 336.734.7226 |
| ▶ or Records Office .....                          | Room 106, Allman Center, Main Campus ..... | 336.734.7472 |

## **Financial Questions – Where do I go if I...**

***...need financial aid?***

|                                    |                                            |              |
|------------------------------------|--------------------------------------------|--------------|
| ▶ Student Financial Services ..... | Room 261, Allman Center, Main Campus ..... | 336.734.7235 |
|------------------------------------|--------------------------------------------|--------------|

***...need financial assistance for child care?***

|                                    |                                            |              |
|------------------------------------|--------------------------------------------|--------------|
| ▶ Student Financial Services ..... | Room 261, Allman Center, Main Campus ..... | 336.734.7235 |
|------------------------------------|--------------------------------------------|--------------|

***...want to apply for a scholarship?***

|                                    |                                            |              |
|------------------------------------|--------------------------------------------|--------------|
| ▶ Student Financial Services ..... | Room 261, Allman Center, Main Campus ..... | 336.734.7235 |
|------------------------------------|--------------------------------------------|--------------|

***...need help in getting my veteran's benefits?***

|                                    |                                            |              |
|------------------------------------|--------------------------------------------|--------------|
| ▶ Student Financial Services ..... | Room 261, Allman Center, Main Campus ..... | 336.734.7235 |
|------------------------------------|--------------------------------------------|--------------|

***...have questions about my tuition refund?***

|                          |                                                         |              |
|--------------------------|---------------------------------------------------------|--------------|
| ▶ Cashier's Office ..... | 2 <sup>nd</sup> Floor, Allman Center, Main Campus ..... | 336.734.7210 |
|--------------------------|---------------------------------------------------------|--------------|

***...need to pay tuition? (Call for payment options.)***

|                                  |                                                         |              |
|----------------------------------|---------------------------------------------------------|--------------|
| ▶ Cashier's Office .....         | 2 <sup>nd</sup> Floor, Allman Center, Main Campus ..... | 336.734.7210 |
| ▶ Northwest Forsyth Center ..... | 1 <sup>st</sup> Floor .....                             | 336.734.7052 |
| ▶ Grady P. Swisher Center .....  | 1 <sup>st</sup> Floor .....                             | 336.734.7903 |
| ▶ Mazie S. Woodruff Center ..... | 1 <sup>st</sup> Floor .....                             | 336.734.7950 |

***...need to purchase parking decals? (Call for payment options.)***

|                                  |                                                         |              |
|----------------------------------|---------------------------------------------------------|--------------|
| ▶ Cashier's Office .....         | 2 <sup>nd</sup> Floor, Allman Center, Main Campus ..... | 336.734.7210 |
| ▶ Northwest Forsyth Center ..... | 1 <sup>st</sup> Floor .....                             | 336.734.7052 |
| ▶ Grady P. Swisher Center .....  | 1 <sup>st</sup> Floor .....                             | 336.734.7903 |
| ▶ Mazie S. Woodruff Center ..... | 1 <sup>st</sup> Floor .....                             | 336.734.7950 |

## **Other Student Questions – Where do I go if I...**

***...want to get involved in campus activities or run for an SGA office?***

|                                   |                                                  |              |
|-----------------------------------|--------------------------------------------------|--------------|
| ▶ Student Activities Center ..... | Room 124, Technology Building, Main Campus ..... | 336.734.7326 |
|-----------------------------------|--------------------------------------------------|--------------|

***...want to purchase textbooks?***

|                   |                                                               |              |
|-------------------|---------------------------------------------------------------|--------------|
| ▶ Bookstore ..... | 1 <sup>st</sup> Floor, Technology Building, Main Campus ..... | 336.734.7289 |
|-------------------|---------------------------------------------------------------|--------------|

***...want to buy Forsyth Tech memorabilia?***

|                   |                                                               |              |
|-------------------|---------------------------------------------------------------|--------------|
| ▶ Bookstore ..... | 1 <sup>st</sup> Floor, Technology Building, Main Campus ..... | 336.734.7289 |
|-------------------|---------------------------------------------------------------|--------------|

***...want to sell back books at the end of the semester?***

|                   |                                                               |              |
|-------------------|---------------------------------------------------------------|--------------|
| ▶ Bookstore ..... | 1 <sup>st</sup> Floor, Technology Building, Main Campus ..... | 336.734.7289 |
|-------------------|---------------------------------------------------------------|--------------|

***...have a question about campus security?***

|                       |                                   |              |
|-----------------------|-----------------------------------|--------------|
| ▶ Campus Police ..... | Carolina Annex, Main Campus ..... | 336.734.7243 |
|-----------------------|-----------------------------------|--------------|

***...need to report a change of name or address?***

|                        |                                            |              |
|------------------------|--------------------------------------------|--------------|
| ▶ Records Office ..... | Room 106, Allman Center, Main Campus ..... | 336.734.7472 |
|------------------------|--------------------------------------------|--------------|

***...need help in choosing a career?***

|                                                    |                                            |              |
|----------------------------------------------------|--------------------------------------------|--------------|
| ▶ Counseling, Career and Disability Services ..... | Room 148, Allman Center, Main Campus ..... | 336.734.7226 |
|----------------------------------------------------|--------------------------------------------|--------------|

***...need tips on interviewing, finding a job and preparing a resume?***

|                                                    |                                            |              |
|----------------------------------------------------|--------------------------------------------|--------------|
| ▶ Counseling, Career and Disability Services ..... | Room 148, Allman Center, Main Campus ..... | 336.734.7343 |
|----------------------------------------------------|--------------------------------------------|--------------|

***...locked my keys in my car?***

|                       |                                   |              |
|-----------------------|-----------------------------------|--------------|
| ▶ Campus Police ..... | Carolina Annex, Main Campus ..... | 336.734.7243 |
|-----------------------|-----------------------------------|--------------|

## *point me in the right direction (continued)*

### **...need special help due to a disability?**

▶ Disability Services Office ..... Room 148, Allman Center, Main Campus ..... 336.734.7155

### **...need information about housing?**

▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... 336.734.7226

### **...need first aid?**

▶ Campus Police ..... Carolina Annex, Main Campus ..... 336.734.7243

### **...want to see job listings?**

▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... 336.734.7343

### **...lost or found something on campus?**

▶ Information Desk ..... 1<sup>st</sup> Floor, Allman Center, Main Campus ..... 336.734.7448

▶ or Campus Police ..... Carolina Annex, Main Campus ..... 336.734.7243

▶ or Customer Service Center ..... South Lobby, West Campus ..... 336.761.1002

▶ or Student Activities Center ..... Room 124, Technology Building, Main Campus ..... 336.734.7326

### **...need definition of college terminology?**

▶ See College Catalog or Academic Advisor

### **...want to appeal a Forsyth Tech parking ticket?**

▶ Campus Police ..... Carolina Annex, Main Campus ..... 336.734.7243

### **...want to pay a Forsyth Tech parking ticket? (Call for payment options.)**

▶ Cashier's Office ..... 2<sup>nd</sup> Floor, Allman Center, Main Campus ..... 336.734.7210

▶ or Northwest Forsyth Center ..... 1<sup>st</sup> Floor ..... 336.734.7052

▶ or Grady P. Swisher Center ..... 1<sup>st</sup> Floor ..... 336.734.7903

▶ or Mazie S. Woodruff Center ..... 1<sup>st</sup> Floor ..... 336.734.7950

### **...need help with a personal problem?**

▶ Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... 336.734.7226

### **...want to use the on-campus computer lab?**

▶ Learning Center ..... Room 143, Ardmore Hall, Main Campus ..... 336.734.7480

### **...want to appeal my residency status?**

▶ Registrar's Office ..... Room 106, Ardmore Hall, Main Campus ..... 336.734.7472

### **...need help from an outside agency?**

▶ Shugart Women's Center at Forsyth Tech ..... Room 206, Hauser Hall, Main Campus ..... 336.734.7280

▶ or Counseling, Career and Disability Services ..... Room 148, Allman Center, Main Campus ..... 336.734.7226

▶ or James A. Rousseau II Minority Male Mentoring Program... Room 123, Allman Center, Main Campus ..... 336.734.7260

*student/  
employee  
portal*



*personalized online information...* **myTechlink** allows you to interact with Forsyth Tech on a whole new level. Through myTechLink, you have access to:

- > **School Email** - Your instructors and classmates can communicate with you using your very own school email account.
- > **College Information** - You have access to information from across the college including a comprehensive campus calendar and campus news.
- > **Student Profile** - Lose your class schedule? Need to check your account information? Want to check your grades? You can access this information and more!

For more information, visit: <http://www.forsythtech.edu/techlink>

# campus phone numbers

Direct Dial Prefixes: If an extension starts with a "7", dial 734-7xxx. If an extension starts with a "3", dial 757-3xxx.

| NAME                            | PHONE<br>EXT. | LOCATION          | ROOM  | NAME                     | PHONE<br>or EXT. | LOCATION          | ROOM  | NAME                  | PHONE<br>EXT. | LOCATION              | ROOM   |
|---------------------------------|---------------|-------------------|-------|--------------------------|------------------|-------------------|-------|-----------------------|---------------|-----------------------|--------|
| <b>A</b>                        |               |                   |       | <b>C</b>                 |                  |                   |       | <b>E</b>              |               |                       |        |
| Adams, Debra                    | 7736          | West Campus       | 115   | Calhoun, Marilyn         | 3057             | NW Forsyth Center | 205   | Dozier, Nedra         | 7951          | Woodruff Center       | 127    |
| Adams, Kim                      | 3217          | Greene Hall       | 201   | Campbell, Diana          | 7425             | Technologies      | 519   | Drabble, Doug         | 748.4672      | Pharm Center          | BPC    |
| Agnello, Beth                   | 3269          | Allman Center     | 448-C | Candelaria, Randy        | 7216             | Ardmore Hall      | 165   | Draughn, Justin       | 7281          | Carolina              | 138    |
| Alderman, Phyllis               | 7277          | Winston           | 211A  | Cannon, Tim              | 3284             | Ardmore Hall      | 253   | Durham, Laura         | 7362          | Hauser Hall           | 109    |
| Allen, Alton                    | 3270          | Forsyth           | 305   | Carver, Frank            | 3340             | Greene Hall       | 330-A | Dyson, Jodi           | 7384          | Allman Center         | 267    |
| Allgood, David                  | 7279          | Salem             | 303-E | Casey, Melissa           | 3249             | Greene Hall       | 260   | <b>F</b>              |               |                       |        |
| Alvers, Susan                   | 7442          | Allman Center     | 302   | Cassell, John            | 7430             | Greene Hall       | W236  | Earl, Renarde         | 7382          | Carolina Annex        |        |
| Anderson, Rhonda                | 7506          | Allman Center     | 127   | Caudill, Debbie          | 7324             | Allman Center     | 107   | Earle, Michael        | 7924          | Swisher Center        | 230-F  |
| Anderson, Sharon                | 7735          | West Campus       | 57    | Chandarana Tandon, Sonia | 3902             | Swisher Center    | 230-E | Eddy, Roger           | 7528          | Hauser Hall           | 308    |
| Andrews-Hall, Nancy             | 7433          | Greene Hall       | 224   | Chandler, Joe            | 7354             | Hauser Hall       | 236   | Edwards, Cindy        | 3314          | Snyder Hall           | 6112   |
| Arai, Hidemi                    | 7591          | Allman Center     | 309-B | Chandler, Page           | 3064             | NW Forsyth Center | 231-C | Edwards, Jamie        | 7959          | Woodruff Center       | 118-B1 |
| Arehart, Jerry (Military Leave) | 7447          | Snyder Hall       | 6105  | Chandler, Terri          | 7280             | Hauser Hall       | 206   | Eldridge, Brenda      | 7491          | Maintenance           |        |
| <b>B</b>                        |               |                   |       | Chase, Greg              | 7246             | Allman Center     | 208   | Eldridge, Jennifer    | 3267          | Hauser Hall           | 224-D  |
| Baggett, Tracy                  | 7365          | Ardmore Hall      | 148   | Cheek, Alesha            | 7386             | Hauser Hall       | 184   | Emerson, Wendy        | 7540          | Allman Center         | 255    |
| Baity, Kristie                  | 7051          | NW Forsyth Center | 132-B | Cherry, Jewel            | 7297             | Allman Center     | 160   | Erickson, Gloria      | 7737          | West Campus           | 4      |
| Baker, Lisa                     | 7505          | Hauser Hall       | 224-B | Chin, Georgette          | 7475             | Technologies      | 505   | Essick, Phil          | 7555          | Allman Center         | 410    |
| Baker, Susan                    | 7420          | Greene Hall       | 258   | Chunn, Roslyn            | 7469             | Hauser Hall       | 244   | Ewing, Yvonne         | 7159          | Snyder Hall           | 6101   |
| Banjoko, Tony                   | 7518          | Allman Center     | 156   | Churchill, Jim           | 7457             | Technologies      | 547   | <b>F</b>              |               |                       |        |
| Barker, Jamie                   | 7491          | Maintenance       |       | Clay, Deborah            | 7721             | West Campus       | 134   | Feathers-Magee, Marti | 7189          | Greene Hall           | W118   |
| Barnes, Kathleen                | 7424          | Technologies      | 513   | Clement, Beth            | 3063             | NW Forsyth Center | 231-B | Ferguson, Amos        | 7470          | Winston               | 204-D  |
| Barringer, David                | 7491          | Maintenance       |       | Clement, Sarah           | 3319             | Greene Hall       | 223   | Fitzgerald, Abby      | 7401          | Hauser Hall           | 226    |
| Bates, Robin                    | 7410          | Technologies      | 515   | Cline, Jane              | 7402             | Hauser Hall       | 224-A | Fletcher, Marick      | 748.4670      | BioNetwork Pharm Ctr. | 105    |
| Bayse, Audrey                   | 7745          | West Campus       | 115   | Cockrum, Diane           | 7598             | Allman Center     | 260   | Fortuna, Jim          | 7454          | Technologies          | 566    |
| Beard, Alan                     | 7494          | Technologies      | 303   | Cody, Tori               | 3242             | Technologies      | 400   | Frazier, Vickie       | 7250          | Allman Center         | 106    |
| Beasley, Leigh                  | 7273          | Allman Center     | 125   | Cofer, Mona              | 7205             | Technologies      | 526   | Freeman, Carol        | 7176          | Ardmore Hall          | 135    |
| Beck, Charles                   | 7274          | Parkway           | 138   | Cohen, Linda             | 7501             | Technologies      | 400   | Fuller, Barbara       | 7222          | Technologies          | 536    |
| Beery, Toni                     | 7244          | Ardmore Hall      | 252   | Collier, Joyce           | 3291             | Greene Hall       | 243   | <b>G</b>              |               |                       |        |
| Bennett, Carolyne               | 7729          | West Campus       | 133   | Conley, Kevin            | 7389             | Ardmore Hall      | 255   | Gallagher, Juanita    | 3220          | Greene Hall           | W116   |
| Berra, Ronald                   | 7715          | West Campus       | 104   | Cook, James              | 7311             | Allman Center     | 337-D | Galloway, Laura       | 7361          | Greene Hall           | 215-B  |
| Beverly, Matthew                | 7231          | Carolina          | 123   | Cook, Marie              | 7483             | Allman Center     | 111   | Ganzert, Bart         | 7914          | Swisher Center        | 231-C  |
| Bishop, Todd                    | 7529          | Snyder Hall       | 6210  | Cooke, Brent             | 3272             | Ardmore Hall      | 238   | Gibson, Chris         | 7184          | Greene Hall           | W209   |
| Black, Ann                      | 7423          | Greene Hall       | 256   | Copeland, TeYawna        | 3246             | Ardmore Hall      | 254   | Gibson, Jenifer       | 3316          | Hauser Hall           | 204    |
| Blanco, Flo                     | 7742          | West Campus       | 115   | Cornelison, Dwight       | 7285             | Carolina          | 126   | Ginn, Judith          | 7453          | Technologies          | 528    |
| Bodsford, Brenda                | 7220          | Allman Center     | 448   | Coulombe, Jennifer       | 7723             | West Campus       | 105   | Glenn, Pam            | 7763          | West Campus           | 6      |
| Boger, Dale                     | 7511          | Allman Center     | 309-D | Covitz, Shari            | 7520             | Allman Center     | 420   | Glontz, Michael       | 3701          | West Campus           | 34     |
| Bohannon, Pam                   | 7417          | Allman Center     | 238   | Craft, Tara              | 7778             | West Campus       | 134   | Golden, John          | 7232          | Allman Center         | 448-D  |
| Boles, Keith                    | 3261          | Greene Hall       | W122  | Cranford, Vickie         | 7413             | Greene Hall       | 107   | Gordon, Tom           | 7218          | Ardmore Hall          | 133    |
| Bolin, Sally                    | 7521          | Allman Center     | 418   | Crater, Brenda           | 3215             | Greene Hall       | 251   | Gore, Dudley          | 7543          | Technologies          | 105    |
| Bowen, Sherri                   | 7200          | Allman Center     | 427   | Crawley, Kristy          | 3239             | Technologies      | 512   | Gough, Alpha          | 7963          | Woodruff Center       | 231-A  |
| Bowling, Paula                  | 7603          | Greene Hall       | W210  | Crews, Carla             | 7206             | Allman Center     | 147   | Gough, Nathanael      | 7452          | Technologies          | 532    |
| Bratton, Michelle               | 3066          | NW Forsyth Center | 218   | Crooks, Carol            | 7648             | Technologies      | 560   | Grab, Wilson          | 7397          | Greene Hall           | 330-B  |
| Briggs, Gay                     | 7219          | Ardmore Hall      | 104   | Cutler, Daisy            | 7509             | Technologies      | 128   | Grace, Sheryl         | 7974          | Woodruff Center       | 230-B  |
| Briggs, John                    | 7378          | Hauser Hall       | 156   | <b>D</b>                 |                  |                   |       | Green, Gary           | 7201          | Allman Center         | 445    |
| Brimmer, Tanya                  | 7519          | Allman Center     | 245-B | Davis, Dwaine            | 7340             | Technologies      | 523   | Greene, Martha        | 7213          | Allman Center         | 234-D  |
| Brincefield, Chris              | 7290          | Allman Center     | 308-B | Davis, Polly             | 7419             | Greene Hall       | 203   | Gregory, Sherry       | 7536          | Snyder Hall           | 6010   |
| Britt, Vivian                   | 7541          | Greene Hall       | 211   | Davis, Sharon            | 7964             | Woodruff Center   | 202-D | Griffin, Michelle     | 7771          | West Campus           | 107    |
| Brooks, Worth                   | 3218          | Greene Hall       | 319   | Dawes, Andrea            | 3330             | Technologies      | 240   | Groome, Jean          | 7492          | Allman Center         | 119    |
| Brooks, Yvonne                  | 7217          | Ardmore Hall      | 167   | Day, Garry               | 7283             | Winston           | 209-A | Groome, Tim           | 7240          | Allman Center         | 162    |
| Brown, Doug                     | 7173          | Hauser Hall       | 258-A | Day, Randy               | 7322             | Maintenance       |       | Guess, Barbara        | 7421          | Technologies          | 564    |
| Brown, Marshall                 | 7491          | Maintenance       |       | DeHart, Chris            | 7491             | Maintenance       |       | <b>H</b>              |               |                       |        |
| Broyhill, Julia                 | 7707          | West Campus       | 107   | Delp, Joanne             | 7300             | Snyder Hall       | 6008  | Hage, Elaine          | 7459          | Technologies          | 567    |
| Bujan, Dale                     | 3262          | Hauser Hall       | 314-H | Desmarais, Rachel        | 7175             | Allman Center     | 302-C | Haith, Sylvia         | 7396          | Technologies          | 511    |
| Buljina, Aida                   | 7761          | West Campus       | 6     | Dickens, Carolyn         | 7738             | West Campus       | 132   | Hale, Gavin           | 7364          | Allman Center         | 216    |
| Burn, Hap                       | 3315          | Ardmore Hall      | 239   | Dillard, Rose            | 7480             | Ardmore Hall      | 100   | Hamilton, Katrina     | 7360          | Allman Center         | 206    |
| Burns, Herb                     | 7342          | Snyder Hall       | 6213  | Dineen, Jarrett          | 7258             | Allman Center     | 118   | Handy, Kay            | 593.2482      | Stokes County Ctr.    | 121    |
| Butner, Randy                   | 3247          | Forsyth           | 316   | Dingler, Lorin           | 3062             | NW Forsyth Center | 231-F | Hanna, Cindi          | 7713          | West Campus           | 4      |
| Byrd, John                      | 7585          | Technologies      | 105   | Dixon, Michael           | 3337             | Carolina          | 105   | Harman, Tonya         | 7617          | Technologies          | 103    |
| Byrd, Patty                     | 7357          | Allman Center     | 448   | Dorsett, Sam             | 7171             | Technologies      | 410   | Harmel, Bonita        | 7166          | Greene Hall           | W207   |
|                                 |               |                   |       | Douglas, Wanda           | 3327             | Greene Hall       | 280   | Harris, Michael       | 7764          | West Campus           | 4-A    |
|                                 |               |                   |       |                          |                  |                   |       | Hauser, Debbra        | 7559          | Allman Center         | 259    |

# campus phone numbers (continued)

Direct Dial Prefixes: If an extension starts with a "7", dial 734-7xxx. If an extension starts with a "3", dial 757-3xxx.

| NAME                | PHONE<br># EXT. | LOCATION              | ROOM      | NAME                   | PHONE<br># EXT. | LOCATION                     | ROOM  | NAME                 | PHONE<br># EXT. | LOCATION          | ROOM      |
|---------------------|-----------------|-----------------------|-----------|------------------------|-----------------|------------------------------|-------|----------------------|-----------------|-------------------|-----------|
| Hauser, Pam         | 7969            | Woodruff Center       | 230-F     | Lillard, Terrence      | 3304            | Technologies                 | 406   | Parker, Carol        | 7387            | Technologies      | 407       |
| Hawks, Garrison     | 7491            | Maintenance           |           | Lincoln, Jason         | 3248            | Greene Hall                  | W230  | Pearce, Chris        | 7570            | Allman Center     | 304-A     |
| Hawks, Sarah        | 7155            | Allman Center         | 146       | Lindsay, Vickie        | 7249            | Allman Center                | 122   | Pearce, Elsie        | 7409            | Hauser Hall       | 243       |
| Hayes, Verdell      | 7953            | Woodruff Center       | 103       | Lineberry, Forrest     | 7760            | West Campus                  | 4     | Pearce, Martha       | 3297            | Ardmore Hall      | 232/228   |
| Hedrick, Annette    | 7329            | Hauser Hall           | 184       | Lineberry, Kevin       | 7145            | Allman Center                | 264   | Pennell, Steve       | 7491            | Maintenance       |           |
| Hellard, Emily      | 7316            | Allman Center         | 234-C     | Long, Molly            | 7179            | Greene Hall                  | 212   | Peoples, Brenda      | 7473            | Allman Center     | 106       |
| Herron, Charyl      | 7491            | Maintenance           |           | Love, Kaknotta         | 7302            | Allman Center                | 205   | Perez, Rafael        | 7716            | West Campus       | 103       |
| Hicks, Brian        | 7191            | Technologies          | 106       | Lucas, Irvin           | 7976            | Woodruff Center              | 202-A | Perry, Nell          | 631.1321        | 4th Street Center | SBC       |
| Hicks, Ann          | 7215            | Allman Center         | 219       | M                      |                 |                              |       | Petree, Robin        | 3050            | NW Forsyth Center | 106-D     |
| Higgins, Roger      | 7268            | Maintenance           |           | Marion, Marty          | 7278            | Snyder Hall                  | 6207  | Phelps, Susan        | 7236            | Snyder Hall       | 6002      |
| Hill, Shawn         | 7490            | Allman Center         | 245-E     | Marion, Sue            | 7757            | West Campus                  | 127   | Pierson, Jim         | 7170            | Technologies      | 407       |
| Hilton, Yolanda     | 7435            | Greene Hall           | 230       | Martin, Bridgette      | 7235            | Allman Center                | 271   | Pinnix, Allen        | 7464            | Technologies      | 510       |
| Hinson, Renee       | 7918            | Swisher Center        | 230-B     | Martin, Chris          | 7341            | Technologies                 | 125   | Polanis, Marcia      | 7407            | Hauser Hall       | 208-C     |
| Hodges, Ricky       | 7272            | Allman Center         | 265       | Martin, Doug           | 7358            | Hauser Hall                  | 258-C | Pope, Bonnie         | 7428            | Greene Hall       | 213       |
| Hodges, Warren      | 7276            | Hauser Hall           | 262       | Martin, June           | 7439            | Greene Hall                  | 205   | Powell, Trish        | 7975            | Woodruff Center   | 118-A2    |
| Hohf, Ellen         | 3282            | Greene Hall           | 222       | Martin, Sheila         | 7600            | Maintenance                  |       | Pratt, Tom           | 7589            | Maintenance       |           |
| Holloway, Tammy     | 7238            | Allman Center         | 268       | Martin, Tanya          | 7202            | Allman Center                | 150   | Pritchard, Bernyce   | 7523            | Greene Hall       | 204       |
| Hortal, Laura       | 3302            | Ardmore Hall          | 234       | Mathews, Steven        | 3207            | Salem                        | 303-E | Pritchard, Debbie    | 7460            | Allman Center     | 340       |
| Houenou, Lucien     | 3240            | Technologies          | 326       | Mathis, Debra          | 7146            | Winston                      | 211-B | Q                    |                 |                   |           |
| Howell, Becky       | 3214            | Allman Center         | 345       | McCann, Brian          | 7321            | Allman Center                | 304-D | Quarrells, Casandra  | 7504            | Allman Center     | 123       |
| Howell, Tonya       | 3206            | Greene Hall           | W246      | McClung, Phil          | 7212            | Allman Center                | 245-A | Quesenberry, Amy     | 7375            | Allman Center     | 219       |
| Huff, Jenny         | 3263            | Technologies          | 536       | McCulloh, Susan        | 7385            | Allman Center                | 112   | Quesenberry, Scot    | 7317            | Maintenance       |           |
| Huggins, Janice     | 7740            | West Campus           | 115       | McIntosh, Joe          | 7416            | Allman Center                | 107   | R                    |                 |                   |           |
| Hunt, Barbara       | 3055            | NW Forsyth Center     | 207       | McIntyre, Jackie       | 7263            | Allman Center                | 133   | Rawley, Anita        | 7347            | Technologies      | 107       |
| Hutchens, Brian     | 7477            | Allman Center         | 307-C     | McLean, Sherraine      | 7242            | Hauser Hall                  | 206   | Ray, David           | 7312            | Winston           | 200-A     |
| Hutchins, Wesley    | 3053            | NW Forsyth Center     | 209       | McSwain Randall, Linda | 7308            | Technologies                 | 305   | Ray, Deana           | 7167            | Hauser Hall       | 258-B     |
| Hyder, Graham       | 7733            | West Campus           | 32-E      | Meacham, Nick          | 7350            | Technologies                 | 325   | Read, Russ           | 7651            | Technologies      | 524       |
| Hyland, Beth        | 7411            | Greene Hall           | 227       | Mededji, Francoise     | 3216            | Greene Hall                  | 202   | Redfield, Kristin    | 7458            | Technologies      | 559       |
| J                   |                 |                       |           | Merritt, Joani         | 7346            | Ardmore Hall                 | 238   | Reece, Angela        | 7618            | Allman Center     | 448-C     |
| Jackson, Debby      | 7255            | Allman Center         | 127       | Middleswarth, Jean     | 3901            | Swisher Center               | 231-E | Reeves, Derrick      | 7275            | Carolina          | 106       |
| Jackson, Joyce      | 7314            | Allman Center         | 106       | Migliarese, Andrea     | 7156            | Allman Center                | 164   | Reid, Patricia       | 7466            | Snyder Hall       | 6102      |
| Jacobson, JJ        | 7338            | Hauser Hall           | Cafeteria | Miller, Nancy          | 7619            | Technologies                 | 414   | Richardson, Margaret | 7474            | Allman Center     | 106       |
| Jaynes, Tom         | 7705            | West Campus           | 59        | Miller, Sue Ellen      | 3250            | Greene Hall                  | 215-A | Richardson, Maryanna | 7174            | Technologies      | 516       |
| Jeske, Mary         | 7583            | Allman Center         | 240       | Mitchell, Dawn         | 7207            | Allman Center                | 429   | Robbins, Don         | 3222            | Allman Center     | 411       |
| Jessup, Tammy       | 7391            | Allman Center         | 254       | Moore, Diann           | 7399            | Allman Center                | 309-A | Robertson, Judy      | 7055            | NW Forsyth Ctr.   | Bookstore |
| Johnson, Gene       | 7319            | Hauser Hall           | 155       | Moore, Kim             | 7916            | Swisher Center               | 231-B | Robertson, Randy     | 7334            | Allman Center     | 402       |
| Johnson, Rodney     | 7449            | Allman Center         | 404       | Moore, Mike            | 7476            | Carolina Annex               |       | Robinson, Sarah      | 7754            | West Campus       | Bookstore |
| Johnson, Triquanna  | 7951            | Woodruff Center       | 101       | Moore, Sharon          | 7569            | Greene Hall                  | 211   | Rockson, Annette     | 7491            | Maintenance       |           |
| Johnson, Trudee     | 7507            | Technologies          | 508       | Morgan, Tammy          | 7572            | Allman Center                | 251   | Rogers, Renee        | 7919            | Swisher Center    | 230-A     |
| Johnston, Julie     | 748.4671        | BioNetwork Pharm Ctr. | 104       | Morris, Pauline        | 631.1326        | Int'l Center of Forsyth Tech |       | Roman, Cassandra     | 3280            | Ardmore Hall      | 210       |
| K                   |                 |                       |           | Moser, Tabitha         | 3266            | Ardmore Hall                 | 235   | Rothrock, April      | 7393            | Carolina Annex    |           |
| Kearns, Gerry       | 7547            | Technologies          | 408       | Moses, Santhony        | 7613            | Allman Center                | 234-B | Roscoe, Traci        | 7266            | Snyder Hall       | 6111      |
| Keener, Susie       | 7390            | Technologies          | 561       | Mounce, Dianne         | 7732            | West Campus                  | 125   | Roseborough, LaKisha | 7968            | Woodruff Center   | 230-E     |
| Keith, Rebecca      | 7450            | Allman Center         | 241       | Murphy, Juanita        | 7772            | West Campus                  | 110   | Ross, Brad           | 7229            | Ardmore Hall      | 150       |
| Kelly, John         | 3310            | Snyder Hall           | 6227      | Murrell, Sherri        | 3328            | Greene Hall                  | 248   | Roth, Tom            | 7333            | Hauser Hall       | 346       |
| Kelly, Tammy        | 7338            | Hauser Hall           | Cafeteria | Myers, Daniel          | 7491            | Maintenance                  |       | Rudolph, Alice       | 7165            | Technologies      | 520       |
| Kindley, Paul       | 593.2484        | Stokes County Center  |           | N                      |                 |                              |       | Rushing, Julie       | 7223            | Snyder Hall       | 6119      |
| King, Mary Beth     | 7902            | Swisher Center        | 101       | Nance, Danny           | 7502            | Salem                        | 303-C | Rutledge, Traci      | 7405            | Allman Center     | 342       |
| Kiser, Leonard      | 7313            | Winston               | 211-C     | Nelson, Jeanie         | 3052            | NW Forsyth Center            | 131   | S                    |                 |                   |           |
| L                   |                 |                       |           | Nivens, Cynthia        | 3258            | Hauser Hall                  | 208-B | Saddler, Greg        | 7522            | Maintenance       |           |
| Labosky, Ted        | 7508            | Ardmore Hall          | 124       | Nuckols, Melanie       | 7332            | Allman Center                | 217   | Salandy, Andy        | 7443            | Technologies      | 527       |
| Lanning, Christie   | 7374            | Allman Center         | 409       | Nussbaumer, Karen      | 7052            | NW Forsyth Center            | 134   | Savey, Kelli         | 7214            | Allman Center     | 214       |
| Latham, Linda       | 7582            | Greene Hall           | 200       | O                      |                 |                              |       | Sawyer, Masonne      | 7185            | Technologies      | 504       |
| Latimer, Kate       | 7614            | Greene Hall           | W238      | Oakley, Tonya          | 7612            | Greene Hall                  | 232   | Saylor, Annette      | 7147            | Snyder Hall       | 6120      |
| Lattimore, Debby    | 7958            | Woodruff Center       | 118-B2    | O'Neal, Pam            | 7491            | Maintenance                  |       | Schneider, Bill      | 7369            | Snyder Hall       | 6101      |
| Lawing, Barry       | 7461            | Technologies          | 519       | O'Neal, Willie         | 7491            | Maintenance                  |       | Sechrest, Joe        | 7286            | Piedmont          | 410-B     |
| Ledbetter, Demetria | 7917            | Swisher Center        | 118-A1    | Orr, Martha            | 7359            | Allman Center                | 127   | Self, Barry          | 7766            | West Campus       | 63        |
| Lee, Paige          | 7403            | Allman Center         | 270       | Overman, Jan           | 7412            | Greene Hall                  | 106   | Shelton, Ron         | 7177            | Allman Center     | 307       |
| Leinbach, Bill      | 7195            | Allman Center         | 334       | P                      |                 |                              |       | Shepherd, Tom        | 7970            | Woodruff Center   | 205       |
| Lekwauwa, Aju       | 7593            | Technologies          | 327       | Pace, Rebecca          | 7465            | Allman Center                | 106   | Sheppard, Perry      | 7427            | Greene Hall       | 302-A     |
| Leonard, Tommy      | 7287            | Maintenance           |           | Page, Emmett           | 3701            | West Campus                  | 34-B  | Sherman, John        | 3320            | Greene Hall       | 313       |
| Lester, Joy         | 7485            | Technologies          | 507       | Paradis, April         | 7288            | Allman Center                | 127   | Shields, Sheila      | 7957            | Woodruff Center   | 118-A1    |

Direct Dial Prefixes: If an extension starts with a "7", dial 734-7xxx. If an extension starts with a "3", dial 757-3xxx.

| NAME                 | PHONE<br>EXT. | LOCATION                      | ROOM   | NAME                             | PHONE<br>EXT. | LOCATION          | ROOM   | NAME                                 | PHONE<br>EXT.            |
|----------------------|---------------|-------------------------------|--------|----------------------------------|---------------|-------------------|--------|--------------------------------------|--------------------------|
| Shoaf, Todd          | 3311          | Snyder Hall                   | 6227   | Weaver, Cindy                    | 7234          | Technologies      | 565    | Martha Pearce (Liaison)              | 757.3297 Ardmore 228/232 |
| Shore, Karen         | 7265          | Allman Center                 | 256    | Webb, Linda                      | 7264          | Snyder Hall       | 6008   | Paul Wonsavage (Teacher)             | 757.3306 Ardmore 205     |
| Shumate, Stormy      | 3065          | NW Forsyth Center             | 231-E  | Welborn, Amber                   | 3219          | Greene Hall       | 219    | Jen Presley (Teacher)                | 757.3305 Ardmore 223     |
| Sieswerda, Eliza     | 7152          | Allman Center                 | 163    | Wenner, Ellen                    | 7956          | Woodruff Center   | 118-A2 | Sean Reeves (Teacher)                | 757.3307 Ardmore 206     |
| Silverman, Cheri     | 7446          | Snyder Hall                   | 6004-C | West, Wilma                      | 7491          | Maintenance       |        | Abby Stanley (Teacher)               | 757.7271 Ardmore 222     |
| Simpson, Donna       | 7491          | Maintenance                   |        | Weyrich, Sandra                  | 7335          | Allman Center     | 123    |                                      |                          |
| Sineath, Alice       | 7330          | Hauser Hall                   | 259    | Whicker, James                   | 0             | Allman Center     | 176    |                                      |                          |
| Sineath, BJ          | 7901          | Swisher Center                | 103    | Whisenhunt, Jannette             | 7414          | Snyder Hall       | 6114   |                                      |                          |
| Small, Marsha        | 7590          | Allman Center                 | 260    | Whisenhunt, Rhonda               | 7448          | Allman Center     | 176    | <b>OTHER NUMBERS</b>                 |                          |
| Smart, Robert        | 7491          | Maintenance                   |        | Whitaker, Gwen                   | 7471          | Allman Center     | 106    | Main Number                          | 723.0371                 |
| Smith, Cindy         | 7560          | Greene Hall                   | W232   | White, Denise                    | 3225          | Technologies      | 562    | Employee Assistance Prog.            | 800.633.3353             |
| Smith, Rod           | 7527          | Carolina                      | 108    | White, Linda                     | 7438          | Greene Hall       | W208   | N.C. Baptist Hospital                | 713.8039                 |
| Smith, Teresa        | 7188          | Greene Hall                   | W206   | White, Tammy                     | 3213          | Allman Center     | 347    | 4 <sup>th</sup> St. SBC              | 631.1320                 |
| Snowden, Judy        | 7749          | West Campus                   | 61     | Wick, Dawn                       | 7503          | Technologies      | 400    | 5 <sup>th</sup> St. Library Center   | 631.1325                 |
| Sowers, Chris        | 3264          | Ardmore Hall                  | 209    | Wiggins, Cindy                   | 7422          | Greene Hall       | 302-B  | International Center of Forsyth Tech | 631.1326                 |
| Sperber, Frank       | 7491          | Maintenance                   |        | Wiles, Kim                       | 7493          | Allman Center     | 268    | BioNetwork Pharmaceutical Center     | 748.4670                 |
| Sprinkle, Beth       | 7172          | Hauser Hall                   | 148    | Wilkins, Dwayne                  | 7491          | Maintenance       |        | Northwest Forsyth Center             | 734.7050                 |
| Squire, Annette      | 7315          | Allman Center                 | 127    | Williams, Anu                    | 3312          | Technologies      | 525    | Piedmont Triad Research Park         | 748.4670                 |
| Stafford, Shannon    | 7908          | Swisher Center                | 127    | Williams, Barbara                | 7491          | Maintenance       |        | School Closings (Increment Weather)  | 723.0371                 |
| Stainbrook, Eric     | 7567          | Technologies                  | 568    | Williams, Leola                  | 7491          | Maintenance       |        | Stokes County Center                 | 593.2482                 |
| Stanley, Shannon     | 7708          | West Campus                   | 4      | Williams, Michelle               | 7455          | Technologies      | 563    | Stokes County - Walnut Cove          | 817.5069                 |
| Stanley-Smith, Lisa  | 7456          | Allman Center                 | 346    | Williams, Sandra                 | 7491          | Maintenance       |        | Swisher Center                       | 734.7903                 |
| Stephens, Edward     | 7304          | Allman Center                 | 304-B  | Williams, Tracey                 | 7727          | West Campus       | 56     | West Campus                          | 734.7718                 |
| Stovall-Lee, Pam     | 7611          | Technologies                  | 402    | Winebarger, Conley               | 7182          | Technologies      | 501    | WC Registration                      | 761.1002                 |
| Stowe, Chris         | 7549          | Allman Center                 | 408    | Winningham, Sonora               | 7050          | NW Forsyth Center | 132    | Woodruff Center                      | 734.7950                 |
| Stowers, Renee       | 7267          | Technologies                  | 534    | Wood, David                      | 3313          | Greene Hall       | W228   |                                      |                          |
| Strickland, Sherry   | 3208          | Greene Hall                   | 206    | Wood, Nelda                      | 0             | Allman Center     | 176    | <b>FAX NUMBERS - MAIN CAMPUS</b>     |                          |
| Suggs, Sandra        | 7254          | Allman Center                 | 121    | Woodyard, Jamie                  | 7243          | Carolina Annex    |        | Admissions                           | 734.7291                 |
| Summers, Julie       | 7758          | West Campus                   | 6      | Woolard, Tonya                   | 7545          | Carolina Annex    |        | Business Information Technologies    | 734.7581                 |
| Sutton, Jeff         | 3205          | Salem                         | 305-A  | Wooten-Wright, Toni              | 7345          | Allman Center     | 404    | Bookstore                            | 761.2399                 |
| Swaim, Penni         | 3066          | NW Forsyth Center             | 208    | Worley, Ernestine                | 7434          | Greene Hall       | 231    | Business Office                      | 761.2351                 |
| Swain, Mike          | 7779          | West Campus                   | 33     |                                  |               |                   |        | Campus Police                        | 734.7245                 |
| Swarthout, Lisa      | 3265          | Parkway                       | 138-E  | Yates, Janet                     | 3221          | Allman Center     | 308-C  | Counseling & Career Services         | 734.7252                 |
| Swenson, Ed          | 7306          | Allman Center                 | 309-E  | Yevin, Bernie                    | 7224          | Hauser Hall       | 181    | Faculty/Staff Service Center         | 761.2399                 |
|                      |               |                               |        | Yokeley Rick                     | 7915          | Swisher Center    | 118-A1 | Greene Hall                          | 734.7444                 |
| Tally, Tammy         | 3707          | West Campus                   | 106    | Young, Phygina                   | 7965          | Woodruff Center   | 230-C  | Human Resources                      | 761.2309                 |
| Tant, Bart           | 7400          | Salem                         | 300A   |                                  |               |                   |        | Purchasing                           | 734.7351                 |
| Taylor, Debbie       | 7178          | Greene Hall                   | W240   | Zimmer, Jim                      | 7320          | Allman Center     | 308-A  | Maintenance                          | 734.7607                 |
| Taylor, Debra        | 3292          | Technologies                  | 412    | Zink, Amy                        | 7907          | Swisher Center    | 230-B  | Marketing & Public Relations         | 734.7377                 |
| Taylor, Karen        | 7571          | Hauser Hall                   | 226-C  |                                  |               |                   |        | President's Office                   | 761.2598                 |
| Taylor Wells, Gisele | 3309          | Snyder Hall                   | 6202   |                                  |               |                   |        | Records Office                       | 734.7160                 |
| Tennis, Heidi        | 7753          | West Campus                   | 38-A   |                                  |               |                   |        |                                      |                          |
| Thomas, Marie        | 7429          | Greene Hall                   | 255    | <b>SCHOOL-TO-CAREER SERVICES</b> |               |                   |        |                                      |                          |
| Thompson, Ronnie     | 631.1167      | 4 <sup>th</sup> Street Center | SBC    | Jennifer Griffin                 | 7261          |                   |        |                                      |                          |
| Todd, Martha         | 7366          | Allman Center                 | 266    |                                  |               |                   |        | <b>FAX NUMBERS - OTHER LOCATIONS</b> |                          |
| Toderick, Shawn      | 3279          | Technologies                  | 406    | <b>MIDDLE COLLEGE</b>            | 748.4670      |                   |        | Swisher Center                       | 992.1049                 |
| Trivette, Cindy      | 3309          | Snyder Hall                   | 6212   | Albert, Sandy                    | 3253          | Snyder            | 6144   | Woodruff Center                      | 744.0396                 |
| Troop, Sherry        | 3281          | Greene Hall                   | 218    | Ashe, Barbara                    | 7163          | Snyder            | 6138   | 4 <sup>th</sup> Street SBC           | 631.1322                 |
| Tutterow, Nancy      | 7767          | West Campus                   | 61     | Albercrombie, Sharon             |               |                   |        | International Center of Forsyth Tech | 631.1329                 |
|                      |               |                               |        | (Principal)                      | 7445          | Snyder            | 6146   | BioNetwork Pharmaceutical Center     | 748.4673                 |
| Valenti, Ronnie      | 7759          | West Campus                   | 6      | Chewing, Kerri                   | 3256          | Snyder            | 6135   | Stokes County Center                 | 593.4023                 |
| Vargas, Nancy        | 7776          | West Campus                   | 61     | Leonard, Sharon                  | 3254          | Snyder            | 6140   | Northwest Forsyth Center             | 757.3067                 |
| Vernon, Carole       | 7373          | Allman Center                 | 207    | McCarson, Bonnie                 | 3256          | Snyder            | 6135   | West Campus                          | 760-6173                 |
| Vidal, Pam           | 7226          | Allman Center                 | 148    | McCorkle, James                  | 3225          | Snyder            | 6133   |                                      |                          |
|                      |               |                               |        | Oberle, Pat                      | 3259          | Snyder            | 6137   |                                      |                          |
| Waddell, Eddie       | 7326          | Technologies                  | 127    | Roach, Lynn                      | 3257          | Snyder            | 6136   | <b>CAMPUS EMERGENCY</b>              | <b>7325</b>              |
| Walker, Jon          | 3902          | Swisher Center                | 231-D  | Smith, Susan                     | 7437          | Snyder            | 6142   |                                      |                          |
| Walker, Mark         | 7610          | Forsyth                       | 305    | Stanley, Charlotte               | 3225          | Snyder            | 6134   |                                      |                          |
| Wall, Mary           | 7158          | Allman Center                 | 158    |                                  |               |                   |        |                                      |                          |
| Waller-Wood, Sandra  | 7192          | Allman Center                 | 261    |                                  |               |                   |        |                                      |                          |
| Walter, Gwen         | 7967          | Woodruff Center               | 230-D  | <b>EARLY COLLEGE</b>             | 757.3290      |                   |        |                                      |                          |
| Watkins, Neville     | 7344          | Allman Center                 | 263    | Frances Cook (Principal)         | 757.3294      | Ardmore           | 210    |                                      |                          |
| Watts, Ann           | 593.2483      | Stokes County Center          |        | Marielly Vazquez (Secretary)     | 757.3290      | Ardmore           | 215    |                                      |                          |
| Watts, Victor        | 7294          | Carolina Annex                |        | Dexter Felder (Counselor)        | 757.3301      | Ardmore           | 221    |                                      |                          |

## shugart women's center



The overall mission of the Shugart Women's Center (SWC) is to promote the educational, personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes. Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The center addresses many issues including educational awareness, economic wisdom, personal development, conflict resolution, healthy living and student family support services. Programs that are offered through the center include:

### > Counseling and Referrals

The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit his or her need. The SWC also has a collection of brochures and information about community agencies and programs.

### > Library

The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library may be checked out by students and staff. The comfortable lounge area is available for students to study or just relax. The area may be utilized for small group meetings. A computer with Internet access is available for students needing to complete assignments or do research.

### > Workshops and Displays

Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Open forums are conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty and staff.

### > Enhancement Center

The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

For more information, contact the Shugart Women's Center (2<sup>nd</sup> floor), Hauser Hall, Main Campus at 336.734.7280.

Forsyth Tech has made a substantial commitment to providing opportunities to support the success of its students. The college has a rich history of supporting and mentoring minority males through a variety of institutional initiatives and mentoring programs.

The Forsyth Tech Minority Male initiative will identify and provide academic, social and motivational support for a cohort of minority males currently enrolled at the college.

The primary goal of the James A. Rousseau II Minority Male Mentoring Program is to provide appropriate support services and other incentives to enable more minority students to successfully complete their educational objectives without dropping out or interrupting their course of study.

The following supportive and retention strategies are provided to fulfill our goals:

- > To provide an open forum for minority males to discuss issues and concerns.
- > To give structure and support to promote goal-setting and positive choices in decision-making.
- > To improve the retention and graduation rate of minority males at the college.

- > To increase the awareness of support services available at the college.
- > To assist students with practical knowledge of budgeting, investments and savings.
- > Individual and small group sessions are held by senior mentors who are volunteers from the community. Forsyth Tech's minority staff also serves as mentors.
- > The coordinators collaborate with organizations and groups on and off campus to enhance the services available to the students.
- > An Early Alert System is being planned to assure success in the classroom for all students.
- > We share cultural and educational activities with local colleges to help our students become well-rounded.



## james a. rousseau II minority male mentoring program

For more information, contact the director of Recruiting/Minority Services at 336.734.7260.

## student activity fee



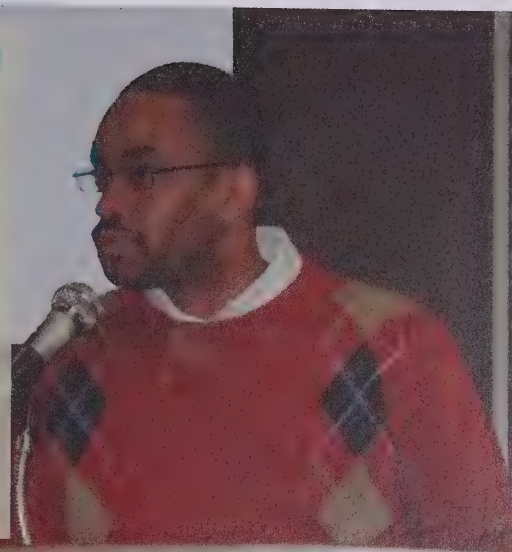
All credit students pay the student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee:

- > Graduation expenses are partially covered.
- > Free activities and entertainment such as the Back-to-School Bash, Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, Constitution Day, Black History Month Program and Women's History Month Program are provided for students.
- > Student publications such as this Student Academic Planner and the student newsletter Technically Speaking are available free of charge.
- > Intramural teams participate in co-ed basketball and volleyball. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments and bowling leagues are also offered every year to students at a greatly reduced price. Ice skating is offered free of charge.
- > All Student Government Association expenses are paid out of student activity fee funds. Expenses include staffing, supplies and materials for the Student Activities Office and all SGA related expenses.
- > Forsyth Tech is a member of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

## student government

### Student Government Association (SGA)

The Student Government Association (SGA) is composed of all curriculum Forsyth Tech students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.



### Student Government Council (SGC)

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics and make positive personal changes without fear of criticism.

The SGC, with the Student Activities staff, manages the student activities budget and meets in business sessions. During the meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, Constitution Day, Martin Luther King Jr. Celebration, blood drives, leadership workshops and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, project management and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or do advertising, student publications and other public information duties.

SGC

members may also participate in the Flight Line Program, which allows them to track their time spent in leadership efforts within the SGC, providing a tangible record of these efforts— an "extracurricular transcript."

The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community College board of trustees as a nonvoting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the SGC attend statewide conferences approximately twice a year. During the conferences, students meet student leaders from community colleges across the state. They have an opportunity to share ideas and concerns and learn leadership skills in workshops.

### Alpha Mu Beta (AMB)

Alpha Mu Beta (AMB) is the service fraternity of the Student Government Council (SGC). They are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills. This group is proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed, yet disciplined, fellowship that encourages growth. AMB members have the opportunity to lead such events as the Angel Tree Project, Relay for Life and many other service projects for the benefit of the college and community.

# student clubs and recreation activities

Life at Forsyth Tech doesn't end when class is over. Here are some clubs and organizations to join, events to attend and things to do! If you have questions regarding student organizations, please contact Student Activities Center, Room 124 (1<sup>st</sup> Floor), Technology Building, Main Campus, 336.734.7326.

| CLUB NAME                                                                                                                                                                                                                                                                                                                                                                                              | ADVISOR                                      | PHONE NUMBER                                 | EMAIL ADDRESS                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------|
| <b>Association of Information Technology (AITP)</b> is an organization for students planning to pursue a career in the area of information technology.                                                                                                                                                                                                                                                 | Debra Taylor<br>Nancy Miller                 | 336. 757.3292<br>336. 734.7619               | dataylor@forsythtech.edu<br>nmiller@forsythtech.edu                             |
| <b>Alpha Mu Beta</b> is the service fraternity of the Student Government Council.                                                                                                                                                                                                                                                                                                                      | Eddie Waddell                                | 336. 734.7326                                | ewaddell@forsythtech.edu                                                        |
| <b>Architectural Technology Club</b> promotes architectural education, recognizes outstanding academic achievement, and provides related services to Forsyth Tech and the community.                                                                                                                                                                                                                   | Marty Marion                                 | 336. 734.7278                                | mmarion@forsythtech.edu                                                         |
| <b>Chess Club.</b> Whether you're a casual player, or looking for serious competition, the Forsyth Tech Chess Club is the place to go for a dance on the 64 squares. Chess is a sport, an art and science that taught our ancestors Astronomy, Poetry and mathematics.                                                                                                                                 | Chris Martin<br>Philip Carter                | 336. 734.7341<br>336. 734.7480               | cmartin@forsythtech.edu<br>pcarter@forsythtech.edu                              |
| <b>Creative Writing Club</b> exists to nurture and promote creativity and success among writers of all genres.                                                                                                                                                                                                                                                                                         | Eliza Sieswerda                              | 336. 734.7156                                | esieswerda@forsythtech.edu                                                      |
| <b>Forsyth Tech Faith Fellowship Club</b> explores Biblical answers and solutions to issues and concerns that we face as members of society. We incorporate prayer, music, scripture, other reference materials and open discussion in our weekly meeting.                                                                                                                                             | Johnny Golden<br>JJ Jacobson<br>Chris Martin | 336.734.7385<br>336.734.7338<br>336.734.7341 | jgolden@forsythtech.edu<br>jjacobson@forsythtech.edu<br>cmartin@forsythtech.edu |
| <b>Future Advocates for Children of Tomorrow (F.A.C.T.)</b> supports the Forsyth Tech Early Childhood Education curriculum and existing child care programs in their efforts to provide quality education for young children. It also promotes increased awareness of the need for Early Childhood Education training.                                                                                 | Sharon Davis                                 | 336. 734.7964                                | sdavis@forsythtech.edu                                                          |
| <b>Geology Club</b> provides an opportunity for students and faculty to expand their understanding of Geology and related fields through programs, field trips and knowledge sharing. It includes examinations of career opportunities, the impacts of human activities on the physical world, current events, natural resources and selected topics of interest to participants.                      | Tim Binkley                                  | N/A                                          | tbinkley@forsythtech.edu                                                        |
| <b>Hispanic Student Association</b> strives to promote Hispanic culture on campus as well as provide an open atmosphere in which Hispanic students can interact with one another.                                                                                                                                                                                                                      | Pauline Morris                               | 336. 631.1326                                | pmorris@forsythtech.edu                                                         |
| <b>House of Legends</b> provides fashion media (i.e. fashion shows, live modeling, photography, hair, make-up) on campus and in various other venues that provide positive, fashionable outlets. It is involved in community service projects and/or the sponsorship of charitable events such as: food drives, clothing drives, HIV/AIDS awareness campaigns and other community enrichment projects. | Kenya Cheeks<br>Anita Rawley                 | 336. 734.7292<br>336. 734.7100               | lcheeks@forsythtech.edu<br>arawley@forsythtech.edu                              |
| <b>Interior Design Club</b> promotes an interest in interior design through activities and events related to the field. Club members take a trip at the end of the year to learn more about design trends outside of the community.                                                                                                                                                                    | Giselle Taylor Wells                         | 336. 757.3200                                | gtwells@forsythtech.edu                                                         |
| <b>International Club</b> is open to any student who is interested in learning more about other cultures. The group offers support to international students and sponsors several activities throughout the year including cultural events, educational forums and trips.                                                                                                                              | Eliza Sieswerda                              | 336. 734.7156                                | esieswerda@forsythtech.edu                                                      |



| CLUB NAME                                                                                                                                                                                                                             | ADVISOR                                   | PHONE NUMBER                                    | EMAIL ADDRESS                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------|
| <b>Journalism Club</b> encourages interest in journalism and other communication-related fields. Members exercise their communication skills regularly through writing and producing the student paper, <i>Technically Speaking</i> . | Elaine Hage                               | 336. 734.7459                                   | ehage@forsythtech.edu                                                        |
| <b>Motor Sports Club</b> is a specialized organization that seeks to encourage an interest in motor sports on campus while presenting the world of competitive motor sports to its students.                                          | Mark Walker                               | 336. 734.7610                                   | mwalker@forsythtech.edu                                                      |
| <b>Paralegal Association</b> tries to encourage an interest in legal matters on campus and prepares its members for career opportunities in the legal profession.                                                                     | Warren Hodges                             | 336. 734.7276                                   | whodges@forsythtech.edu                                                      |
| <b>Peers Accepting Challenges Together</b> is a club where students with disabilities can share experiences and find support.                                                                                                         | Melissa Carroll<br>Sarah Hawks            | 336.734.7248<br>336. 734.7155                   | mcarroll@forsythtech.edu<br>shawks@forsythtech.edu                           |
| <b>Phi Theta Kappa</b> is an international honor society of two-year colleges. Its purpose is to recognize and encourage scholarship among students on campus and provide opportunities for leadership and service.                   | Jane Cline<br>Maryanna Richardson         | 336. 734.7402<br>336. 734.7174                  | jccline@forsythtech.edu<br>mrichardson@forsythtech.edu                       |
| <b>Philosophical Society</b> strives to seek truth, promote understanding, exhibit compassion and model patience. This organization exercises and celebrates the First Amendment Freedom of Speech.                                   | Greg Chase<br>Jim Fortuna<br>Sylvia Haith | 336. 734.7246<br>336. 734.7454<br>336. 734.7396 | gchase@forsythtech.edu<br>jfortuna@forsythtech.edu<br>shaith@forsythtech.edu |
| <b>Promotion, Respect, Individuality, Diversity &amp; Equality (P.R.I.D.E.) Club</b> is a LGBT club open to all.                                                                                                                      | Debra Taylor                              | 336. 757.3292                                   | dataylor@forsythtech.edu                                                     |
| <b>Sigma Theta Kappa (Criminal Justice Club)</b> seeks to prepare its members for a career in the criminal justice profession.                                                                                                        | Stormy Shumate                            | 336. 757.3065                                   | sshumate@forsythtech.edu                                                     |
| <b>Student Nurses Association (SNA)</b> consists of aspiring nurses and was formed to prepare these students for a career in the nursing profession.                                                                                  | Kim Adams                                 | 336. 757.3217                                   | kadams@forsythtech.edu                                                       |
| <b>Student Practical Nursing Association</b> was formed to prepare aspiring practical nurses for a career in this profession.                                                                                                         | Polly Davis                               | 336. 734.7419                                   | pdavis@forsythtech.edu                                                       |
| <b>Student Sonographers Association</b> seeks to prepare students for a career in sonography.                                                                                                                                         | John Cassell                              | 336. 734.7430                                   | jcassell@forsythtech.edu                                                     |
| <b>Student Voices</b> discusses student issues.                                                                                                                                                                                       | Chris Martin                              | 336. 734.7341                                   | cmartin@forsythtech.edu                                                      |
| <b>Transitions Club</b> serves as a support system for those who have lost their jobs due to downsizing of companies placing emphasis on their emotional and educational needs that might differ from those of other students.        | Mary Wall                                 | 336. 734.7158                                   | mwall@forsythtech.edu                                                        |
| <b>Women in Information Technologies Association</b> aims to cultivate, promote and sustain the interest of women in the field of Information Technology and to safeguard the common interest of members in that profession.          | Linda Cohen                               | 336.734.7501                                    | lcohen@forsythtech.edu                                                       |

## INTRAMURAL SPORTS

- > Co-ed Volleyball
- > Co-ed Bowling League

- > Co-ed Basketball
- > Golf Tournaments (three each year)

- > Ice Skating

# student government association constitution

## Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

## Article I Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

## Article II Objectives

- Section 1.** To encourage an interest in our campus, college activities and student body concerns.
- Section 2.** To promote a mutual respect among the administration and the student body.
- Section 3.** To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4.** To make recommendations to the president and the student activities facilitator, hereafter referred to as the SAF, of Forsyth Technical Community College, concerning matters affecting the student body.
- Section 5.** To recommend and sponsor student activities and programs in cooperation with the SAF.

## Article III Composition

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC Interview Committee, SAF and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

- Section 1.** Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee.
- Section 2.** Representatives shall maintain at least a 2.5 grade point average.
- Section 3.** A president, vice president and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer and a parliamentarian shall be elected by vote of the SGC representatives.
- Section 4.** Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.
- Section 5.** The representatives' term of office shall be limited only by probation, impeachment, graduation or voluntary withdrawal.
- Section 6.** The SAF shall be the senior advisor to the SGC.

## Article IV Meetings

- Section 1.** The SGC will meet with the SAF on a bimonthly basis.

**Section 2.** By majority vote, the SGC may elect to become inactive during summer semester.

**Section 3.** Bimonthly meetings are open to any student, staff member, board member or alumni wishing to attend.

**Section 4.** The president of the SGC, the SAF, or the president of the college may call a special SGC meeting should the need arise.

**Section 5.** A two-thirds majority of the active membership shall constitute a quorum.

**Section 6.** A majority of one passes a vote. The president shall vote only to break a tie.

**Section 7.** Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC President and SAF. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

**Section 8.** Motions passed by the SGC shall be subject to review and remand by the SAF.

## Article V Duties

**Section 1.** The President shall:

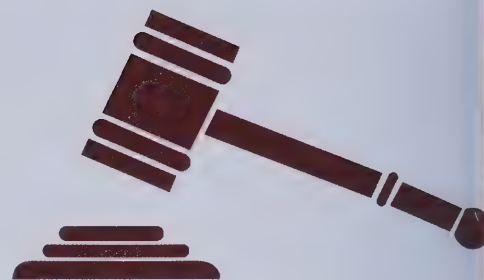
- A. Call and preside at all SGC meetings.
- B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.
- C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
- D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
- E. Represent the SGC in all relations with school officials and with other institutions.
- F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

**Section 2.** The Vice President shall:

- A. Be an assistant to the president and assume the duties of the president in the president's absence.
- B. Assume the duties of the president should the president resign.
- C. Oversee all committees of the SGC and serve as an ex officio member of these committees unless appointed as an official committee member.
- D. Assist in all other areas as requested by the president.

**Section 3.** The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the SGC.
- B. Maintain attendance records of all meetings, activities and projects to be reviewed with the SAF.



- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

**Section 4.** The Treasurer shall:

- A. Maintain the financial reports of the SGC.
- B. Assist the SAF in maintaining the inventory of all equipment and materials owned by the SGC.
- C. Submit a financial report at all regular meetings of the SGC.
- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

**Section 5.** The Public Information Officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the **Technically Speaking** staff.
- C. Serve as chairperson on the Poster and Publicity Committee.
- D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
- E. Assist in all other areas as requested by the president.

**Section 6.** The Parliamentarian shall:

- A. Guide the SGC in matters of parliamentary procedure.
- B. Shall advise the president in matters regarding the SGC constitution.
- C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
- D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
- E. Shall chair the SGC Interview Committee.

**Section 7.** All representatives, including those holding office, shall:

- A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
- B. Participate in at least 75% of all SGC projects and activities.
- C. Serve on at least one committee, and

miss no more than two regular committee meetings per semester.

- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article X, Section 4.)
- F. Be subject to one semester's probation for dropping below GPA requirements.

## Article VI Committees

**Section 1.** Standing committees shall include:

- A. budget,
- B. poster/publicity,
- C. Flight Line,
- D. Interview Committee,
- E. all other committees deemed necessary by the president.

**Section 2.** Inactive committees shall include:

- A. All committees not meeting on a regular basis.

**Section 3.** Members of committees shall:

- A. Serve as chairperson of no more than one standing committee at a time.
- B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex officio member of all committees.)

## Article VII Vacancies

**Section 1.** Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

**Section 2.** Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

**Section 3.** Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

## Article VIII Alpha Mu Beta Fraternity

Alpha Mu Beta Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of Forsyth Tech, the student body and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

## Article IX Grievance Procedures

**Section 1.** Anyone who wishes to file a formal complaint concerning SGC procedures, officers or representatives should send a written complaint to the president or highest uninvolved officer and SAF.

**Section 2.** The grievance will then be reviewed by the officer and the SAF and may be brought before the SGC unless the grievance is of a personal nature.

**Section 3.** Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

## Article X Impeachment

**Section 1.** A representative is eligible for impeachment by committing any one or combination of the following:

- A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section , items A, B and C.
- B. Does not perform the duties as assigned in the Constitution.
- C. Exhibits conduct unbecoming an SGC member.
- D. Academic probation by Forsyth Tech.

**Section 2.** A formal written complaint must state the reason for impeachment. A copy must be sent to the SAF and the highest uninvolved officer or representative.

**Section 3.** The SAF and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the Review Committee.

**Section 4.** The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the SGC.

**Section 5.** The Review Committee must call a special meeting of the SGC for impeachment proceedings.

**Section 6.** The impeachment proceedings will be held as follows:

- A. Reason for dismissal will be read.
- B. The highest uninvolved officer will substantiate the reason for dismissal.
- C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- D. A vote will be taken and the majority will rule.

## Article XI Amendments

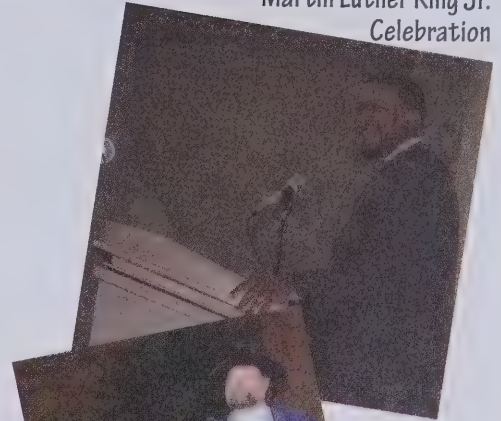
Amendments to this Constitution shall be proposed by a representative of the SGC or the SAF at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

## Article XII By-Laws

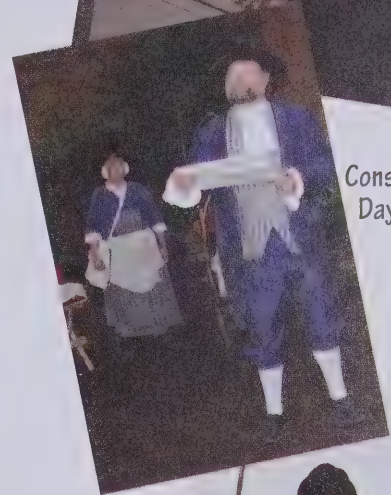
The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAF. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

*In 2000, the Student Government Council planned and produced activities like these:*

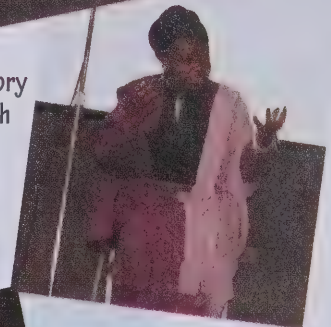
Martin Luther King Jr. Celebration



Constitution Day



Black History Month



Women's History Month



Spring Fling

# student code of conduct

## Preamble

Forsyth Tech is a community comprised of students, faculty, administrators and staff. The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of the community. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to learn to engage in the pursuit of truth, to develop a sense of self and contribute to the improvement of society. Each enrolled student is expected to behave as a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, any student who engages in behavior that is disruptive to or incompatible with the mission of the College will be subject to appropriate discipline as provided for in this code.

To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

## Student Rights

### A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

### B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records. FERPA policies are described in more detail in the section of the catalog under Academic Advising and Registration.

### D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a faculty or staff advisor and submit a constitution to the Student Government Council.

### E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, and evidence for charges. This will be done through the Student Conduct Committee.

## General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

### Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

### Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

### Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

### Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

### Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

### Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

### Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own,

possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

### Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards is a violation. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

### Rule 9. Academic Dishonesty, Cheating, and Related Offenses (Violation of Rule #9 will follow the Academic Appeals Process.)

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

### Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

### Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times

while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

#### Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for immediate dismissal if and when it shall be determined in the reasonable discretion of the president or vice president of Forsyth Tech that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

#### Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in The Grill, student lounge or on campus grounds.

#### Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other College property.

#### Rule 15. Cell Phone and Electronic Devices

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). The use of other electronic devices (such as laptops, netbooks, PDAs, recording devices, etc.) for learning purposes is permitted provided they do not disrupt the learning environment or create an academic integrity issue. The instructor may at his/her discretion prohibit the use of any electronic device. Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary action will be taken.

#### Rule 16. Student Computer Use Policy

##### A. Computer System Accounts

1. Computer System Accounts are restricted to authorized student users who have been assigned a login ID and password.
2. Student users are responsible for the proper use of their accounts (including but not limited to Techlink, Blackboard, and email). This includes the protection of login IDs, Student IDs and passwords, as well as other responsibilities outlined in the College's policies.
3. All students with Forsyth Technical Community College email accounts must use the College email system when conducting College business.

##### B. Acceptable Uses

1. Activities intended to facilitate the exchange of information in furtherance of education, service and research consistent with the mission of Forsyth Technical Community College and the North Carolina Community College System.

2. Activities for the purposes of obtaining and in support of classroom and online instruction.
3. Activities that enhance and promote educational and other school activities.

##### C. Prohibited Activities

The following are intended as guidelines and are not to be considered an inclusive or complete list of all prohibited activities:

1. Connecting any personally owned electronic devices, including but not limited to personal computers, to the College's network ports.
2. Providing any unauthorized user access to the Forsyth Technical Community College academic network.
3. Intentionally creating, modifying, or copying files to or from any areas to which the user has not been granted authorized access.
4. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users on the Forsyth Technical Community College network or any other network.
5. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of a process name.
6. Accessing any network computer, files, or directories, on any network computer that the user has not been authorized to use at Forsyth Technical Community College or any other network.
7. Using the Forsyth Technical Community College network or internet connection to view or transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation, or Forsyth Technical Community College policy, or would likely be highly offensive to the recipient or recipients thereof.
8. Using the Forsyth Technical Community College network or internet connection to view or access, download, send, store or receive pornography.
9. Using the Forsyth Technical Community College campus network or internet connection for commercial purposes such as advertising or selling commercial offerings.
10. Using the Forsyth Tech network to access unauthorized personal information or other activities that would infringe upon or invade another individual's privacy or violate the Privacy Act.
11. Violating the Virus Eradication Act by intentionally propagating or introducing a computer virus, worm, Trojan, other malicious software or any program designed to cause disruption to a computer or network.
12. Performing any action that would violate copyright laws and software license agreements. Forsyth Technical Community College purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by

the software developer or publisher, does not have the right to reproduce it. According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages and criminal penalties including fines and imprisonment. Forsyth Technical Community College does not condone the illegal duplication of computer software or the use of illegally duplicated software. Students shall use computer software only in accordance with its licensing agreements. Any student, who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

13. Using Forsyth Technical Community College computers and/or network in any criminal activities or performing any action that would violate the Federal Telecommunications Act of 1996, including but not limited to, illegally accessing secured computer systems.
14. Performing any other computer related activity that would violate state, federal law/acts, including but not limited to, the Family Educational Rights & Privacy Act (FERPA), the Health Insurance Portability & Accountability Act (HIPAA), Payment Card Industry (PCI) compliance, or any policies and regulations of the College.

##### D. Electronic Communications

1. In recent years, electronic communications, including but not limited to, email (electronic mail) and instant messaging has become a major means of communication for employees and students both within the College and beyond. Email use raises a number of issues including privacy of messages, email address publication, rights of discovery, acceptable use, harassment, and storage.
2. This policy applies to all electronic communications, including but not limited to, email established by the College for students, and clarifies the College's electronic communications policies and account use. Persons who are given access to the College's email systems are expected to familiarize themselves with, and abide by, the policies in this document. Because of the rapid advances in technology, this cannot be an all inclusive list. Knowledge, intent, and harm done will be assessed during any investigation and considered in any disciplinary action.
3. All communications and information transmitted by, received from or stored in the College's electronic communications systems are Forsyth Technical Community College's records and the property of the College.
4. Users have no reasonable expectation of personal privacy with respect to any matter stored in, created, received or sent over College electronic communications systems.
5. The College may monitor student electronic communications for any reason, without the permission of any account user. This includes possible monitoring of deleted files, metadata and other electronic information stored on the College's central back-up system or otherwise available as part of its data management.
6. A user does not have any greater right of privacy or otherwise diminish the College's right of access by using passwords or other security measures on the College's computer systems.

7. Files obtained from sources outside the College, including files attached to email, should not be downloaded or used without first scanning the material with industry standard virus-checking software.

8. The College's policies against sexual or other harassment apply fully to the College's electronic communication systems. Therefore NO electronic communication should be sent, printed or saved which contains material that is inconsistent with the College's policies (e.g., policies against discrimination, retaliation and harassment, sexual or otherwise). Students may notify the helpdesk if an email has been received that violates this policy.

9. Users should write electronic communications with no less care, judgment and responsibility than they would use for professional letters or internal memoranda on professional letterhead.

10. Those using the College's electronic communications systems and services shall not employ a false identity. It is a violation to originate email in such a manner as to create the impression to the recipient that the email originated from another source or individual.

11. Violations of the College's email policy may result in disciplinary action.

#### E. Data Security

1. The College's information and data must be handled in such a manner that it will be protected from unauthorized or accidental disclosure, modification or loss. Access to information and data available through the College's network systems must be strictly controlled in accordance with approved access control criteria, which is maintained and updated regularly. The College's information and data is considered to be any piece of data or collection of data that pertains to the normal business and operation of the College. This includes all student related information as well as College business and financial information.

2. This policy covers the general procedures and processes to follow when accessing College related data, which includes, but is not limited to, sensitive data such as social security numbers, student ID numbers, PINs, account numbers, credit card information, personal health information (PHI) and College ID.

3. Any printed College sensitive data must be protected and/or destroyed when no longer of value. This includes but is not limited to student records printed at registration, financial reports or other records.

#### F. Account Ownership

Computer System accounts and internet access are privileges provided to students by Forsyth Technical Community College. The Forsyth Technical Community College reserves the right to terminate network account and internet access without prior notice.

#### G. Liability

Users are responsible for knowledge and compliance with any updates to this document. Current edition and revisions will be posted on Techlink. Users are solely responsible for all activity with respect to their accounts, electronic communications and data security. Activities

or violations that trigger an investigation and findings of culpability may result in a range of disciplinary actions.

#### H. Abuse Notification

In the event of a violation, Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

#### I. Privacy Notification

You DO NOT have a reasonable expectation of privacy with regard to your computer use, computer system accounts, electronic communications or data, including but not limited to, your email, files, and all other account activity. Selective and continuous monitoring is in use, including but not limited to monitoring software.

### Rule 17. Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

## Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the Student Code of Conduct:

1. **Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
2. **Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
3. **Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
4. **Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
5. **Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
6. **Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the academic dean of the division for consideration for re-admission.

7. **Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the Student Code of Conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the College, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

## Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.
4. The executive vice president, or the dean for Enrollment and Student Services in his or her absence can immediately dismiss a student who is found in possession of a dangerous weapon or who otherwise in his or her estimation poses an immediate threat to the safety of the campus.

## Disciplinary Procedures

### A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Enrollment and Student Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made in writing to the instructor before the next class meeting. If the instructor is uncomfortable readmitting the student to class, she or he should refer the student to the counseling staff. If the instructor does not readmit the student, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the dean of Enrollment and Student Services. If disciplinary action is warranted, the dean of Enrollment and Student Services will contact the conduct officer.

### B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech for violations of the Student Code of Conduct. The Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the executive vice president or his/her designee who will promptly investigate the complaint and make a decision regarding referral of the complaint to the conduct officer.

## Student Conduct Committee

The violation of any rule contained in the Student Code of Conduct will be handled in the following manner.

1. The dean of Enrollment and Student Services will contact the conduct officer notifying him or her of the nature of the infraction.
2. The conduct officer will meet with the accused individual within two working days and notify the student of:
  1. The charges
  2. Possible sanctions
  3. The right to an objective and fair hearing
  4. The composition of the conduct committee
  5. The right to request postponement
3. The conduct officer will schedule a hearing within 2 working days.
4. The conduct committee will conduct a hearing to decide whether the accused student is guilty or innocent. The committee will give its findings and recommendations for sanction(s) to the dean of Enrollment and Student Services who will in turn review the recommendation of the committee and insure that due process was followed. The dean will decide to either uphold, reduce or increase the recommended sanction and inform the student of the same either in person or by registered mail.
5. The student then has the right to appeal the decision to the appeals committee (see appeals committee section of the conduct code).
6. The next step in the appeal process after the appeals committee will be to the executive vice president whose decision in most cases is final. An appeal may be made to the president only in unusual circumstances. Since the conduct hearing is an internal administrative process and not a court of law, no attorneys will be permitted during the hearing process. If the student chooses to bring an attorney, the attorney must wait outside.

## Student Appeals Committee

The Student Appeals Committee will review the appeal of any student who feels that they did not receive due process from the conduct hearing and the subsequent recommendation of the dean of Enrollment and Student Services.

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement explaining why they feel that they did not receive a fair hearing to the executive vice president who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, provide additional information or to state reasons for the appeal. The chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.
2. The committee's review will focus primarily on whether or not due process was followed and secondarily on the appropriateness of the sanction not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the executive vice president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the executive vice president, who will make a final decision and notify the parties involved.
4. Records of the proceedings of the Student Appeals Committee are available upon written request to the executive vice president.
5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

### Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the dean of Enrollment and Student Services. If the student is not satisfied with the results of the decision, he/she can appeal to the vice president of Student Services. The vice president of Student Services will, in turn, give the appeal to the Student Appeals Committee to hear and make recommendation(s). The committee will submit those recommendations to the president who will make a final decision.

### Appeal of Residency Decision

Residency Appeal: In matters concerning residency classification, the vice president of Student Services will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

To appeal the vice president's decision: The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the vice president of Student Services.

## Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

### A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or nonpublished) without proper citation in either a document or a speech.

2. Reworking (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.
3. Failing to cite word-for-word passages in a document or a speech.
4. Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another) as the student's own or having someone else do the student's work.

### B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.
2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).
3. Copying reports, lab work, computer programs or files and the like from other students.
4. Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.
5. Sending a substitute to take an examination.
6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

### C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking regrading also constitutes falsification.

### D. Multiple Submissions:

Definition: The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

### E. Abuse of Academic Materials:

Definition: Intentional destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

### F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

## Policies

### Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the Americans with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the Employee Handbook. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The coordinator of Disability Services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

### Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the College offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the vice president of Student Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

### Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such

drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling, Career and Disability Services at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from Campus Police, Counseling, Career and Disability Services, instructors and other community resources to guide educational program development for students.

### Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Campus Police, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension 7325 from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the College has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7325 emergency number. Upon receipt of a call, a Campus Police officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department may be contacted for assistance. Other staff of the College, such as the vice president of Student Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Campus Police. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn Campus Police officer is on duty at all times regular classes are in session.

### Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.
3. Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

### Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment. All members of the College are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the College, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

### Student Grievance Policy

#### Preamble

Forsyth Technical Community College is committed to the principle of fair and equitable treatment and mutual respect for all members of the college community, especially students. When a student believes that he or she has been treated unfairly by an employee of the College it is our intention to insure that the student has clearly defined avenues of recourse such that the complaint can be resolved fairly and equitably. It is preferable that the complaint be resolved informally; however, when that is not feasible, this policy will insure that a formal process for resolution is available.

#### Definitions

**Student:** A student is defined as any person currently enrolled in any course or program offered by Forsyth Tech. This includes high school or those individuals enrolled through distance learning.

**Prospective Student:** Any individual who has applied to the College, but has not been admitted to a specific program.

**Department Chair:** The individual who is in charge of one or more academic programs. This is the first major level of supervision to which an official grievance can be filed.

**Dean:** This individual is the immediate supervisor of all the department chairs or directors within a given academic or administrative division.

**Division Vice President:** This individual has supervisory responsibility for the deans in a given division and for the respective academic or administrative division overall.

**Academic or Administrative Division:** The academic and administrative divisions of the College are Business Services, Corporate and Continuing Education, Institutional Advancement, Information Services, Instructional Services, and Student Services.

**President:** The president is the chief executive officer of the College.

**Grievance:** A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following:

1. The interpretation and application of the policies and regulations of the College or the North Carolina Community College System in areas other than disciplinary or academic appeal decisions addressed through the Student Code of Conduct.
2. Acts of retaliation as a result of the grievance procedure.
3. Complaints of discrimination on the basis of national origin, race, creed, religion, political affiliation, gender, sexual orientation/preference, age or disability.
4. Actions that violate the constitutional rights of individuals.

**Grievance Advisor in the Student Success Center:** A grievance advisor serves as an informal, independent, neutral and confidential problem-solving resource for student grievance related issues. This individual's services will be consultative in nature and will help the student clarify or reframe issues, develop options, and understand policies and procedures. While students are not required to use these services, they are strongly encouraged to do so. Requests and consultations are kept confidential. A grievance advisor could serve as an intermediary/facilitator or mediator when disputing parties are deadlocked.

#### What may not be accepted as a Student Grievance:

1. Grievances may not be used to challenge College policies and general procedures.
2. Claims based on purchases or contracts.
3. Claims against an employee on matters that are unrelated to the employee's job or role at the College.
4. Disciplinary decisions will be handled through the Student Conduct Committee.
5. Grade appeal decisions will be handled through the academic appeals component of the Student Code of Conduct.

#### LEVEL 1 - The Informal Stage

**Note:** The interests of all are best served when complaints are resolved at the lowest possible level of the organization structure, thus an attempt should be made to resolve all student complaints in an informal manner. Any employee of the College receiving a complaint concerning a colleague shall encourage the student to speak with the College employee involved.

##### Step 1: Discussion with College Employee

The student should first discuss the situation with the College employee involved, before filing a formal grievance. If the student is uncomfortable doing so, he or she should meet confidentially with a grievance advisor in the Student Success Center.

##### Step 2: Discussion with College Employee Supervisor

If the student has already discussed the matter with the College employee or refuses to do so, and desires

to pursue the complaint, the student will be directed to meet with the department chair or administrative supervisor; if the complaint involves a department chair, the student should contact the dean. Upon hearing the complaint, the department chair or administrative supervisor should attempt to facilitate resolution by encouraging further discussions between student grievant and the College employee, using a grievance advisor if necessary.

#### LEVEL 2 - Formal Written Complaint

##### Step 1: Written Grievance to the Student Services Division

If the grievance cannot be resolved informally (Level 1), the student should contact the office of the dean for Enrollment and Student Services and complete the Student Grievance Form. The dean will submit the completed form to the department chairperson or administrative supervisor, with a copy to the College employee involved in the complaint. The College employee may choose to send the chair or supervisor a written response to the complaint.

##### Step 2: Supervisor Review

The dean or dean-level administrator will review the written complaint and meet with both parties as necessary. He or she will then provide, within ten working days, a written response to the student complainant and College employee.

#### LEVEL 3 - Appeal to the Division Vice President

##### Step 1: Student Appeal of Supervisor Review

If the student wishes to appeal the Level 2 decision, he or she will request an appeal in writing to the appropriate division vice president. The dean or dean-level administrator will provide to the division vice president all written materials initially provided for the Level 2 decision and the responses. Prior to reviewing the complaint with the appropriate parties, the division vice president will provide an opportunity for the College employee and the student grievant to submit additional materials related to the written complaint. The division vice president should inform the vice president for Student Services of the decision rendered.

##### Step 2: Reporting of Final Decision

Once this report is completed, the complainant and employee will be informed of the decision by the originating vice president. In a case of a finding in favor of the student, a report of the finding will be filed with the Human Resources office.

#### LEVEL 4 - Presidential Review

While the decision of the vice president is final regarding the facts of the complaint; upon request, the president may review the grievance based on issues of due process, equal treatment, or other constitutional rights.

#### Time Limits

The informal resolution discussion should be initiated within 10 days of the decision, action or events giving rise to the grievance.

The formal written resolution process should be initiated within 15 days of the conclusion of the informal resolution process. At each level thereafter, the appeal will be filed within 10 days of the resolution of the previous stage and the review process at each stage will be completed within 15 days of the appeal being filed.

## Academic Appeals

### Academic Dishonesty, Cheating, and Related Offenses (Rule 9 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/she must notify the department chair (within two workdays) and arrange a conference. The student must provide the department chair with a letter of appeal at the time of the conference. The letter of appeal must include:

1. Date, student's name, signature, telephone number, and official student email address.
2. Course number, sections number, and instructor's name.
3. Brief factual explanation of why the student feels that the charge is incorrect.
4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor, and the department chair of the committee's decision. The decision of the committee is final.

#### Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.
2. Prefix and number of course grade being appealed.
3. Instructor's name issuing the grade.
4. Brief factual explanation of why the student feels the grade is incorrect.
5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

## NEW Smoking Policy

Effective August 15, 2010, smoking shall not be permitted in any building or the surrounding grounds owned or used by Forsyth Tech. This includes all campuses, centers and locations. Smoking shall not be permitted in any college, government or private vehicle operated or parked on grounds owned or used by Forsyth Tech.



# maps of campus and center locations

1

## Main Campus

2100 Silas Creek Parkway  
Winston-Salem, NC 27103-5197  
336.723.0371

(Mailing address for all locations. Please send correspondence to Main Campus for distribution.)

2

## Forsyth Technical Community College Stokes County Center

1165 Dodgetown Road  
Walnut Cove, NC

(Opening Fall 2010. The phone number was not available at the time of printing. Please call Forsyth Tech's Government Center office in Danbury at 336.593.2482 for information.)

3

## 4<sup>th</sup> Street Small Business Center

Chamber Building  
601 West 4<sup>th</sup> Street  
Winston-Salem, NC  
336.631.1320

4

## International Center of Forsyth Tech

Forsyth County Public Library  
660 West 5<sup>th</sup> Street  
Winston-Salem, NC  
336.631.1325

Se habla español.

5

## Northwest Forsyth Center

3111 Big Oaks Drive  
King, NC  
336.734.7050

6

## Grady P. Swisher Center

1251 Dudley Products Boulevard  
Kernersville, NC  
336.734.7903

7

## West Campus

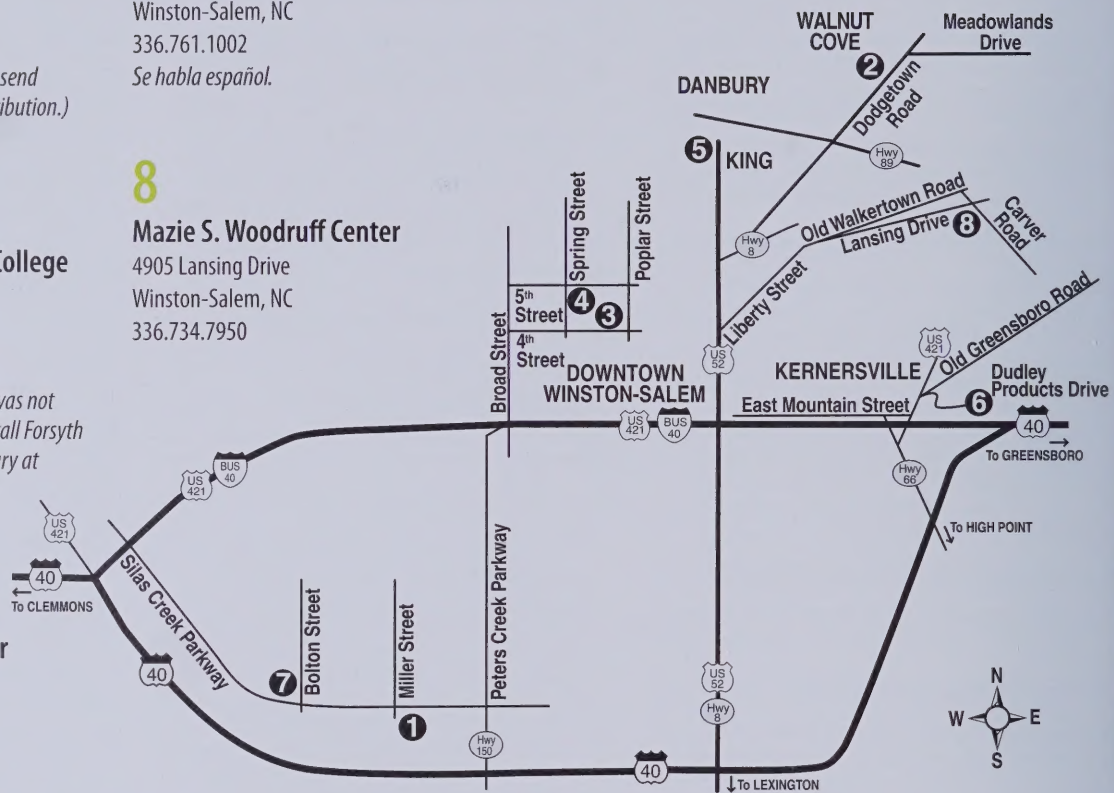
1300 Bolton Street  
Winston-Salem, NC  
336.761.1002

Se habla español.

8

## Mazie S. Woodruff Center

4905 Lansing Drive  
Winston-Salem, NC  
336.734.7950



This map is not drawn to scale.



When you are on Main Campus, please take time to enjoy the Kristin Hartz Garden on the corner of Miller Street and Oak Grove Road.

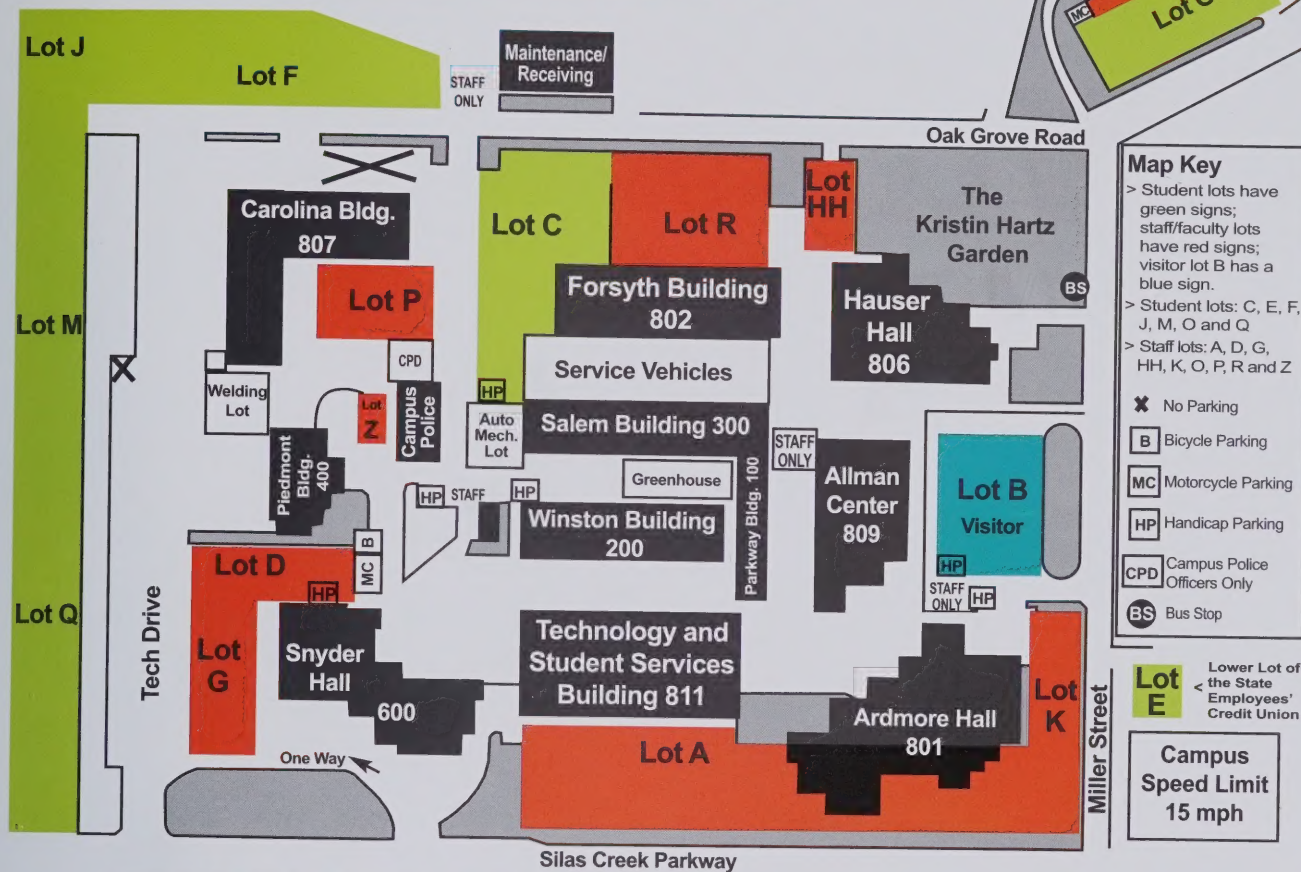


# ForsythTech

*More Than You Know*

## Main Campus

2100 Silas Creek Parkway  
Winston-Salem, NC 27103



### Allman Center - 809

Admissions Office  
Alumni Relations and Special Events Office  
Business Office  
Cashier's Office  
Classrooms/Labs  
Cooperative Education  
Counseling, Career and Disability Services  
Enrollment and Student Services Office  
Environmental Services Office  
Financial Services  
Forsyth Tech Foundation  
Grants Office  
Human Resources Office  
Information Desk  
Information Services Office  
Information Systems Office  
Institutional Advancement Office  
James A. Rousseau II Minority Male Mentoring Program  
Manufacturing Programs Office  
Marketing and Public Relations Office  
President's Office  
Purchasing Office  
Records/Registrar's Office  
Recruiting Office  
Student Financial Services  
Student Services Office  
Student Success Center  
Testing Center

### Ardmore Hall - 801

Auditorium A & B  
Classrooms  
Distance Learning Center  
Early College of Forsyth  
Learning Center  
Library

### Carolina Annex

Campus Police Office

### Carolina Building - 807

Classrooms/Shops

### Forsyth Building - 802

Classrooms/Shops

### Greene Hall - 808

Classrooms/Labs  
Health Technologies Division Office

### Hauser Hall - 806

Audiovisual Services  
Business and Information Technologies Division Office  
Classrooms/Labs  
Shugart Women's Center at Forsyth Tech  
The Grill at Forsyth Tech (Cafeteria)

### Maintenance/Receiving Building

Physical Plant  
Shipping and Receiving

### Parkway Building - 100

Bytes & Beans Café  
Classroom/Lab

### Piedmont Building - 400

Classroom/Shops

### Salem Building - 300

Classrooms/Shops

### Snyder Hall - 600

Classrooms/Labs  
Dental Education Clinic  
Educational Partnerships  
Faculty/Staff Service Center  
Forsyth Middle College  
Institutional Effectiveness Office

### Technology and Student Services Building - 811

Bookstore  
Developmental Education Office  
Humanities and Social Sciences Division Office  
Instructional Services Office  
Math, Science and Technologies Division Office  
Mechtild Montgomery Language Lab  
Student Activities Center  
Student Government Council Office  
Thomas H. Davis / TEC Center

### Winston Building - 200

Classrooms/Shops  
Engineering Technologies Division Office

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Forsyth Technical Community College.

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